## Volunteer Role Outline – Pastoral Visitor

# All Pastoral Visitors should be 18 years old or above

# Summary of Key volunteer activities

* To exercise pastoral care over those committed to his or her charge
* To visit those on his or her pastoral list regularly or to make contact by telephone
* To encourage members to fulfil their commitments as set out on the ticket of membership and where appropriate to encourage others to consider the claims of membership
* Inform the minister having pastoral responsibility of any special need or change of address
* To pray regularly for those on his or her pastoral list
* Provide support and encouragement at times of need and assist others to grow in their faith and discipleship.
* To inform the minister or safeguarding officer of any concerns of safeguarding issues
* To attend a Pastoral Committee meeting twice a year
* To distribute to annual membership tickets to those in their group
* Any changes of personal details should be passed onto the Pastoral Visitors Secretary

**A Pastoral Visitor for the church IS NOT required to take those on their pastoral lists to hospital appointments or to do shopping for them. These things do not come under a Pastoral Visitors role and should not be regarded or assumed they do so by any party. If the church wants to alter the job description to cover this type of care, then the job description should be altered accordingly AND a DBS check with a full barred (Regulated) check will be required. The applicant and verifier will have to justify on the DBS application why a church is requiring this as part of the role.**

**Criminal record check- DBS**

\*The volunteer will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church. \*There are some exceptions to the need to have a DBS check, with the agreement of the Presbyter and Church Safeguarding Officer. If a Pastoral Visitor only talks on the telephone or sees their membership group in a church setting, then a DBS may not be required.  
The volunteer is required to complete and sign and return a Confidential Self-Declaration form.

All roles within the Circuit carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Central Norfolk Circuit Safeguarding Policy.

**NB: In addition to the above, volunteers may from time to time be asked to undertake additional activities. In cases such as this, there should be no additional requirement to apply for a further DBS check.**

**Training:**

* Volunteers are required to attend safeguarding training, Creating Safer Space- Foundation Module, advanced training, and any subsequent updated or refresher training.
* Volunteers are strongly recommended to attend the Unconscious Bias training and the Equality, Diversity and Inclusion training.

**Money:**

If an offering is given to a pastoral visitor by someone who is capable of understanding what they are doing, a receipt should be given. A record should be kept by the pastoral visitor and the transaction should be recorded by the church treasurer.

In the case of someone who is not capable of understanding, money **should not,** be accepted, a note should be made of the incident and the action taken recorded.

**Accompanying this job description, should be the following documents which all need to be completed and returned.**

**\* Volunteer agreement which should be completed, signed and returned to the Church Safeguarding Officer**

**\* Safeguarding declaration form which should be completed, signed and returned to the Church Safeguarding Officer**

**\*Church Safeguarding Policy which should be available in church**

**If your role requires you to have a DBS certificate, please follow this procedure: If your role requires you to have a DBS certificate, please follow this procedure:**

When you apply for a new role within the Methodist Church, or when your DBS is due for renewal, either your Church Safeguarding Officer or Circuit Safeguarding Officer will set up your application on the DDC (Due Diligence Checking) site for the role required. We aim to only use the online application as this is faster and removes the problems of incorrect data being entered.

If you have an email address, the link to complete your application will be emailed to you. Please follow the application process as directed.

If you do not have access to the internet or have an email address your Minister or Church Safeguarding Officer can input the information for you using their own email address.

You will need to input which documents you will take to be verified, all this is explained and list of documents acceptable are shown – these documents will need to be taken to your verifier and they will check the documentation matches, so it is important you input the correct dates etc. If by any chance you take the wrong documents to be verified, it can be altered as long as what is taken instead is on the approved listing.

Once your certificate has arrived, keep it in a safe place. The circuit may automatically enrol you into the update service for volunteers, please advise your church or circuit safeguarding officer if you don’t want to be signed up – although enrolling will enable us to automatically review your DBS when it is due, without the need for a reapplication.