

## Example Role Outline: Pastoral Visitor

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

<b>Role</b>	Pastoral Visitor
<b>Responsible to</b>	Vicar / Pastoral Visitor Co-ordinator or Team Leader / member of Ministry Team
<b>Key Responsibilities of the Role (tasks to be undertaken)</b>	
<ul style="list-style-type: none"> <li>➤ Visiting parishioners who are elderly, disabled, housebound, ill, recovering from illness or bereavement at home, in residential day care centres or in hospital as directed by the vicar (<i>or person to whom the role is responsible</i>) on at least four occasions per month</li> <li>➤ Offer listening, conversation, advice, support or prayer to those being visited as appropriate</li> <li>➤ Taking home communion to church members who have requested communion and who are unable to come to church services as requested by the vicar (<i>or person to whom the role is responsible</i>)</li> <li>➤ Agree boundaries and expectations with the person being visited</li> <li>➤ Make a record of dates and times of visits and any important issues raised (these should be stored confidentially and securely on church premises)</li> <li>➤ Alert the vicar (<i>or person to whom the role is responsible</i>) of any concerns or needs for additional support</li> <li>➤ Alert the vicar, or in their absence, a member of the ministry team when an individual is nearing the end of their life</li> <li>➤ Abide by the church's safeguarding policy – alert the Parish Safeguarding Co-ordinator of any safeguarding concerns</li> <li>➤ Abide by the church's lone working and good practice guidelines for pastoral visitors at all times</li> <li>➤ Attend pastoral care team meetings</li> <li>➤ Attend training as required</li> </ul>	
<b>Any arrangements for induction, training &amp; support</b>	
Shadow an experienced pastoral visitor for ( <i>insert appropriate period of time</i> ). Meet with pastoral care team ( <i>or person to whom the role is responsible</i> ) for support Attend safeguarding training every three years	
<b>Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)</b>	
A church badge with your name and role can be obtained from... The Home Communion Set can be accessed ..... Prayer cards can be obtained from ..... Record of visits should be given to ....	
<b>Role to be reviewed</b> ( <i>insert date</i> )	
<b>The role is eligible for a criminal record check which is renewable every five years</b>	Yes