**RECRUITING SAFELY**

**Safeguarding Form FC1**

**Job Description**

Note:  
Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

**Role: Pastoral Visitor**

**Group: 2 Workforce: Adult**

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| Volunteer Role OutlineRole information: Provide support to a group of church members/adherents **Location: XXXXXX Methodist Church**  **Responsible to:** **Church Council, Pastoral Secretary**  **Eligibility: Member of XXXXXX Methodist Church**  **Commitment: Attendance if possible at the meetings of the Pastoral Team, usually held twice a year.** |

# Key volunteer activities

* Distribute church membership cards, gift day envelopes and other church communications.
* Provide a means of communication between the member/adherent and the minister with pastoral responsibility when required. Share pastoral concerns with minister or pastoral secretary.
* Notify any safeguarding risks or concerns to the Church Safeguarding Officer or Minister.
* Support can be provided in a variety of ways e.g. speaking to regularly at church, visiting at home, keeping in touch by phone or digitally.
* Offer prayer if required.
* Follow the guidance provided in the Pastoral Care Guidance document, provided to all pastoral visitors.

**Personal Skills**

* Good interpersonal skills.
* Be aware at all times of the importance and limits of confidentiality.

**Boundaries**

* Pastoral visitors are not expected to be involved in personal care or financial affairs.
* Be aware of the church’s Lone Working Policy.
* Be clear whether visits are made as a friend rather than purely in the role of pastoral visitor.

**Safeguarding**

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church. Volunteers will need to complete the required recruitment forms and 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.

**Training and support provided**

* Volunteers are supported by the Minister, the Pastoral Secretary and Church Council
* Volunteers are required to complete safeguarding training; Creating Safer Space - Foundation Level renewable every four years.
* Out of office expenses can be applied for.

**Appointment Period**

Volunteers are appointed annually and would ordinarily serve for up to six years. However, in exceptional circumstances the appointment can be extended; this would follow the approval of Church Council.

This job description was accepted by Church Council on XXXXXXXXX

I have seen and accept the responsibilities of this role

Signed Date

(Applicant)

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL  
MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998