**Model Volunteer Job Role**

[This is a simple model role outline template for a volunteer which can be used, amended or substituted by a local model as required].

**Name of Parish/ Church [insert name of Parish/ Church]**

**Role: 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 report it.

**Principles**

All those who may work with children and/or adults who are vulnerable and/or experiencing, or at risk of abuse or neglect must have a commitment to:

* Treat individuals with respect;
* Recognise and respect their abilities and potential for development;
* 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; and
* Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern **must** **always** be reported, in an emergency to the Police or Social Care services, if not an emergency to the Parish Safeguarding Officer.

**Responsible to (named contact for support and resolution of any difficulties):**

The Priest [or his / her named representative] and through them to the PCC.

**Role:** [Insert Role title, e.g. Incumbent/ Curate other minister, pastoral Visiting Team leader…]

**Name:** [Insert Name]

**Contact details:** [insert contact details, e.g. mobile/ email]

**Key responsibilities and accountabilities:**

* 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 (or person to whom the role is responsible) on at least four occasions per month
* Visiting parishioners who have requested pastoral support for any other reason
* Offer listening, conversation, advice, support or prayer to those being visited as appropriate
* Taking home communion to church members who have requested communion and who are unable to come to church services as requested by the vicar (or person to whom the role is responsible)
* Agree boundaries and expectations (in writing) with the person being visited
* Make a record of dates and times of visits and any important issues raised (these should be stored confidentially and securely on church premises)
* Alert the vicar (or person to whom the role is responsible) of any concerns or needs for additional support
* Alert the vicar, or in their absence, a member of the ministry team when an individual is nearing the end of their life
* Abide by the church’s safeguarding policy – alert the Parish Safeguarding Officer of any safeguarding concerns
* Abide by the church’s lone working and good practice guidelines for pastoral visitors at all times
* Attend pastoral care team meetings
* Attend training as required
* [Add any additional responsibilities that are not covered. Or remove any above that are not relevant]

**As a volunteer you can expect that we will do our best to ensure that:**

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with relevant training required for this role [provide an outline of mandatory training and induction arrangements specific to this role].

* Induction and training to be provided by the Pastoral Team leader
* Shadow an experienced member of the team for at least (insert appropriate number of visits/weeks)
* Supervision to be provided 3 monthly
* Complete C0 safeguarding basic awareness (online), C1 Safeguarding Foundation (face to Face) and refresher training as required
* Meet at least 3 monthly with other members of the pastoral care team
* Partake in annual review

**Person specification**

1. Able to demonstrate an ability to work safely and effectively with adults who maybe vulnerable or at risk;

2. A willingness to develop their skills and training

3. … [add any attributes you might consider essential to the role]

**Practical considerations specific to the role:**

(Process for payment of agreed expenses incurred, times that church should be accessed to carry out role, what equipment should be provided)

* Church photo Identity badge to be issued before any visits and to be carried at all times
* Home Communion set can be accessed by …
* Prayer cards are available from…
* Record of each visit to given to Team leader using the relevant visiting card.

**DBS Eligibility**

Is this role eligible for a DBS check: [x]  Yes [ ]  No

If yes specify the level of check required:

Standard: [ ]  Enhanced [ ]  Enhanced with Barred list [ ]

Check level of check required.

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

Signed: Signed:

Print name: Print name:

Date: Date:

**END**