



St Barnabas Church Swanmore

Pastoral Visitor

Role Description for Volunteers

The Church of England takes the safety of everyone within the church very seriously and expects that everyone will work within its safeguarding policy entitled **Promoting a Safer Church**.

In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

This Role Description 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.

Principles

Workers with children, young people and vulnerable adults 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 accordance with our parish procedure.

Key Responsibilities

- Keep a written record of dates and times of visits.
- Follow good practice regarding lone working in accordance with the parish policy.
- Produce a short annual report in time for the APCM for the previous year detailing numbers and general observations.
- Keep receipts for any legitimate expenses.
- Commit to a supervision meeting every three months.
- Be accountable to the designated Ministry Team person.
- Have a particular focus of ministry, each of which will have its own role description.
- Abide by church guidelines regarding confidentiality, safeguarding and appropriate behaviour and use of information.
- To work with children, young people and vulnerable adults in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- To represent the needs and views of children, young people & vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
- To maintain a link with parents and carers where appropriate.
- To work in accordance with the church's policy on safeguarding.
- To undertake any other work that has been agreed and is seen to be appropriate.

Pastoral Visitor & Baptism

- Once a baptism has been booked and the form sent to the Pastoral Visitor, the priest will discuss with them whether they attend the first visit.
- If the Pastoral Visitor does not go on the first visit, they will make contact with the family two or three weeks before the baptism and, if necessary, visit.

- Pastoral Visitors to ensure that the godparent cards, certificate, prayer cards, candle etc. are in the vestry one week before the service.
- Attend the service as the main welcomer, perhaps assisted by other Pastoral Visitors if a large congregation expected. Take a photograph of the baby/child and parents at the font following the baptism to create a display in church, having gained permission from the parents.
- 4-6 weeks after the baptism, ring and ask to visit (to maintain contact; provide practical information – Sunday Club etc. - ask about feelings and thoughts about the baptism: e.g. what was particularly significant for them)
- Generally, to advise families of up-and-coming events and to ask Ben Armstrong to add them to his list for Sunday Club events and 3rd@10 services.
- Send a card on the first anniversary of the baptism.
- Keep records of all baptisms, with suitable permissions, to enable follow-up.
- Organise a baptism tea party every two years and invite all families who have had a baptism in that period.

Accountability

When carrying out the above responsibilities you will be accountable to Designated Pastoral Visitor Lead, Vicar, and Church Wardens during vacancy and through them to the PCC.

Responsibilities of the Church

As a valued volunteer, you can expect the church:

- To provide a supportive, inclusive and positive environment that helps you to enjoy this role.
- To treat you with respect and courtesy.
- To provide you with appropriate training.

If you need any specific help or support, please speak to the person mentioned above.

Person specification

- Be a regular worshipping member of St Barnabas Church Swanmore
- Able to demonstrate an ability to work with children, young people and vulnerable adults.
- Have been selected and recruited in line with St Barnabas's Safer Recruitment Procedure.
- Have successfully completed a Pastoral Visitor Course approved by Portsmouth Diocese.
- Be responsible for their personal learning and development by completing on-line and face to face courses run by the Diocese or other organisations.
- Have Church approved identity information when carrying out visits.

DBS Check

This role requires an Enhanced DBS check with adult barred list information. This check will be renewed every three years, unless avoided by subscribing to the on-line DBS update service.

Safeguarding Training

This role requires completion of the following safeguarding courses. The highest module level, Foundations and Domestic Abuse Awareness should be refreshed every three years.

- Basic Awareness.
- Foundations.
- Domestic Abuse Awareness.

Version History

Version	Date	Detail	Author(s)	Approved	Date	Annual Review
1.0	030522	Role Description Created	Caroline Vost PSO	Hazel Whitehead PV Designated Lead	060522	6 th May 2023
2.0	090523	Role Description Review	Caroline Vost PSO Hazel Whitehead PV Designated Lead	Hazel Whitehead PV Designated Lead	100523	10 th May 2024