



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 and follow good practice regarding lone working following the parish policy
- Produce a short annual report 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 & 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.
- 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 & Bereavement

- Work in liaison with Jill Phipps and other ministers and can advise families of the existence of follow-up work done by the Pastoral Visitor.
- If possible, attend the funeral as verger.

- After a funeral has taken place, the minister will advise of the details so that the Pastoral Visitor can arrange a follow-up visit (where appropriate – they may live in Scotland) a month or so later.
- Visit as agreed and as appropriate.
- Send a card on the first anniversary of the death.
- In liaison with Jill Phipps and with permission, keep records of all funerals with details of next of kin in preparation for the annual thanksgiving service.
- Assist in the preparations for the annual service of thanksgiving including sending invitations.
- Attend the service.

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.
- Have been selected and recruited in line with St Barnabas's Safer Recruitment Procedure.
- Able to demonstrate an ability to work with children, young people and vulnerable adults.
- 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
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