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| Anytown Methodist Church - Role Description | | |
| **Role** | **Pastoral Secretary** | **Approved by Church Council**  **Date**: |
| **Responsible to** | The Minister in Pastoral charge of the Church | |
| **DBS Check** | Enhanced DBS check  Enhanced DBS check with barring checks if carrying out regulated activity i.e. personal care, handling money | |
| **Overall responsibilities** | 1. To oversee the pastoral care team and pastoral care activities within the Church | |

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| **Role Description**  **(***Whilst maintaining the overall principles set out below this section can be adapted to suit the requirements of the individual church)* | |
| **1.** | To convene meetings of the Pastoral Committee and the Pastoral Visitors |
| **2.** | In partnership with the Minister, to produce agendas and arrange for notes of the meetings to be kept, circulating both as appropriate. |
| **3.** | To report regularly to the Church Council on pastoral issues and changes to the church's membership and community rolls, encouraging the Church Council to develop good pastoral care programmes for the life of the church. |
| **4.** | To assist the minister in the completion of the annual Methodist Church membership returns. |
| **5.** | Together with the Minister, Pastoral Visitors and Pastoral Group Leaders, to supply church family news for inclusion in the monthly church newsletters and prayer chains in line with appropriate consents from the subjects and GDPR requirements. |
| **6.** | To oversee the production and distribution of the Harvest, Christmas and Easter pastoral letters for those unable to get to church so as to enable them to know what is happening and to feel part of the Church family. |
| **7.** | To co-ordinate the arrangements for the distribution of Christmas Cards and Gifts to the housebound as agreed by the Pastoral Committee. |
| **8.** | Together with the Door Stewards, to find suitable ways to record the names and addresses of 'newcomers' and to explore with the minister and others ways in which such people can be invited to specific events in the life of the church. |
| **9.** | To assist the minister in the organisation of an annual Service of Remembrance for the families of those who have died during the previous year. |
| **10.** | To provide appropriate support and training to those who are pastoral group leaders and pastoral visitors within the church along with the Minister. |
| **11.** | To pray regularly for those who contribute to the pastoral care activities within the church on his/her pastoral list and the recipients of pastoral care. |

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| **Other** |
| The role holder is the lead member of the Pastoral Group/Team Committee, a member of the Church Council and is appointed by the Church Council  To hold office the individual needs to be a full member of the Methodist Church. |
| **Safeguarding responsibilities**  *This section should not be amended as failure to do so would be contrary to Methodist Safeguarding policy* |
| The Pastoral Secretary is required tocomply with all safeguarding requirements including completion of a DBS check, attendance at mandatory training i.e. the Creating Safer Space Foundation training, and Advanced module, and the reporting and record keeping of concerns as set out in the Methodist Church Safeguarding Policy and Procedures.  All new and subsequent Pastoral Secretaries are required to complete a self-declaration form, complete a DBS check and provide two referees.  In conjunction with the Minister and the Church Safeguarding Officer it is important to ensure that the guidelines for activities with adults who may be vulnerable are followed in all pastoral visiting activities   * ensure that pastoral visitors receive adequate training and an induction period to ensure the safety of both pastoral visitors and the person being visited; * ensure that risk assessments are carried out before pastoral visitors visit for the first time; * ensure that safe working practices are in place and followed at all times * ensure pastoral visitors are aware of and observant for any signs of abuse, harm or neglect when visiting; * ensure all safeguarding concerns, however minor, regarding the well-being of the individual (be it physical, sexual, emotional or spiritual) are shared with the Minister and Church Safeguarding Officer to reduce the risk of harm. |