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| Anytown Methodist Church - Role Description |
| **Role**  | **Pastoral Visitor** | **Approved by …… Church Council****Date**:  |
| **Responsible to** | The Minister in Pastoral charge of the church |
| **DBS Check** | Enhanced DBS checkEnhanced DBS check with barring checks if carrying out regulated activity i.e. personal care, handling money  |
| **Aims**  | To give pastoral care to one or more individuals (their pastoral group) by demonstrating an interest in their lives and providing support and encouragement at particular times of need.  |

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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 keep in contact with the members of their pastoral group through home visits, when and where appropriate, and telephone conversations, ensuring that their personal details on the church’s data base are kept up-to-date, and informing the Pastoral Secretary/ Minister of any changes.  |
| **2.** | To offer support and encouragement to the members in their pastoral group, particularly in times of special need and as a member of a team offer not just their own time, skills and resources but those of the church as a body.  |
| **3.** | To support and assist others to grow in their faith through listening, and providing support and encouragement.  |
| **3.** | To distribute Church Newsletters and other information to those in their group unable to attend worship regularly. |
| **4.** | To distribute the annual church membership tickets as requested by the pastoral secretary and Pastoral Group Leader. |
| **5.** | To supply their Pastoral Secretary with appropriate news about those in their pastoral group for inclusion in the Church Newsletters, (**where they have obtained the consent of the subject and in accordance with GDPR requirements.)** |
| **6.** | To advise the Minister when additional support might be appropriately provided.  |
| **7.** | To attend Pastoral Visitor meetings, and training events as required.  |
| **8.** | To be a member of the Pastoral Group/ Committee (*include as is appropriate*), appointed by the Church Council |
| **9.**  | To pray regularly for those on his/her pastoral list. |
| **Safeguarding responsibilities** *This section should not be amended as failure to do so would be contrary to Methodist Safeguarding policy* |
| Pastoral visitors are required tocomply with all safeguarding requirements including the completion of a DBS check, attendance at mandatory training i.e. the Creating Safer Space Foundation training, and the reporting and record keeping of concerns as set out in the Methodist Church Safeguarding Policy and Procedures.All new and subsequent Pastoral Visitors are required to complete a self-declaration form, complete a criminal record check and provide two referees.The Minister in Pastoral charge (along with the Pastoral Secretary/ Pastoral Team Leader if required) and the Church Safeguarding Officer must ensure that pastoral visitors are aware of the guidelines for activities with adults who may be vulnerable are followed in all pastoral visiting activities i.e. * adequate training and induction should be given to ensure the safety of both the visitor and the person being visited;
* risk assessments should be carried out before visiting for the first time;
* safe working practices should be in place and followed at all times;
* pastoral visitors should be aware of and observant for any signs of abuse, harm or neglect when visiting
* all safeguarding concerns, however minor, regarding the well-being of the individual (be it physical, sexual, emotional or spiritual) should be shared with the Minister and Church Safeguarding Officer to reduce the risk of harm.
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