



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 [St Mary's Church Lydiard Tregoze, Part of The West Swindon and Lydiard Tregoze Partnership.]

Role: Pastoral Team Member

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;
- Recognize 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: Revd. Capt. Clive Deverell and through them to the PCC.

Role: Incumbent as above. Also Curate Revd. Teresa Townsend. Pastoral Team leader Jacqueline Kirwan

Name: [Insert Name]

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

Key responsibilities and accountabilities:

- Contacting 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) when necessary.
- Visiting parishioners who have requested pastoral support for any other reason.

Diocesan Safeguarding Team

Email: safeguarding@bristoldiocese.org

Diocesan Office, First Floor, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU

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- Offer listening, conversation, advice, support or prayer to those being visited as appropriate
- Taking home communion to church members with the minister to those who have requested communion and who are unable to come to church services
- When appropriate make a record of dates and times of visits/contacts and any important issues raised (these should be stored confidentially and securely in the parish office)
- 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. (currently Chris Scarisbrick):
- 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

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 as required for this role.

- Complete C0 and C1 Safeguarding training.
- Meet regularly with other members of the pastoral team every 6 to 8 weeks.
- 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. Be a good listener.

Practical considerations specific to this role if required if these particular circumstances arise:

(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

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Diocese of Bristol



Is this role eligible for a DBS check: Yes if home visiting takes place 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

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