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| Anytown Methodist Church - Role Description | | |
| **Role** | **Pastoral Group/Team Leader** | **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 of a specified group of members and adherents through a team of Pastoral Visitors, co-ordinating and supporting the team through regular meetings. | |

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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 act as the Pastoral Visitor for those pastoral visitors in their team. |
| **2.** | To be a member of the Pastoral Committee and assist the Minister and Pastoral Secretary in co-ordinating and developing the Church's Pastoral Care programme |
| **3.** | To act as a channel for communication from the members and adherents, through the Pastoral Visitors, to the Minister and Pastoral Secretary and vis versa. In particular to keep the Minister and Pastoral Secretary informed of any crisis as it occurs. |
| **4.** | To encourage the distribution of the monthly church newsletters, Pastoral Letters (Harvest, Christmas and Easter), Christmas gifts and other information to housebound members and infrequent attenders through the Pastoral Visitors. |
| **5.** | To report to the Pastoral Secretary any changes in personal circumstances of the members in the Pastoral Group and ensure that their personal details on the church’s data base are kept up-to-date in line with GDPR requirements. |
| **6.** | To supervise the distribution of the annual church membership tickets through the team of Pastoral Visitors. |
| **7.** | To pray regularly for those on his/her pastoral list. |

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| **Other** |
| The role holder is a member of the Pastoral Group/Team Committee, appointed by the Church Council.  To hold office the individual needs to be a full member of the Methodist Church.  All new and subsequent Pastoral Group leaders are required to complete a self-declaration form, a criminal record check and provide two referees. |
| **Safeguarding responsibilities**  ***(****This section should not be amended as failure to do so would be contrary to Methodist Safeguarding policy)* |
| The Pastoral Group/Team Leader is 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 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 Group Leaders/are required to complete a self-declaration form, complete a DBS check and provide two referees.  In conjunction with the Minister, Pastoral Secretary 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 Pastoral Group Leader, Minister or Church Safeguarding Officer to reduce the risk of harm. |