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| **This role outline is an example and can be adapted to each local situation.**  **NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements as they may also then need to change.** | | | | | | |
| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| Pastoral Lead | Minister & Church Council | * To act as central point for information regarding pastoral concerns relating to members or adherents. * To offer help and support where possible and when appropriate * To pass on relevant information for pastoral support to the Minister as appropriate * To coordinate the handing out of Membership tickets when provided by the Minister * To ensure any information shared is GDPR compliant * To organise and co-ordinate meetings of pastoral visitors and the minister. * To attend Pastoral Meetings and provide reports to the Minister as needed. * To share pastoral concerns with the Minister and/or leader/s * Notify the Safeguarding Officer or Minister of any safeguarding issues. | This role requires an enhanced DBS check. | Adult | Foundation and Advanced Module | **Form As -** [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/)  **Confidential Declaration –**  [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/) |