**Example Role Outlines**

These role outlines are **examples only** and need to 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 remain the same.

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| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| *Pastoral Visitor A* | *Minister* | * *This pastoral visitor will not be expected to become involved in the day-to-day affairs of the person being visited or having contact with them other than to enquire about their general health and well-being and engage in social discussion.* * *If the Pastoral Visitor is visiting the individual as a friend and NOT as their Pastoral Visitor, the Pastoral Visitor should make this clear at the outset.* * *NO support to be offered with personal care, finance (including shopping or church offering)* * *To visit occasionally to generally engage with someone for social conversation and help reduce someone’s feeling of isolation.* * *To deliver the newsletter and to keep someone informed of life in the church.* * *To ensure someone’s general health and wellbeing is monitored and report to the minister any concerns.* * *To offer prayer if required* * *To keep a record of visits and log any concerns.* * *To share pastoral concerns with the Minister and/or leader/s* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *As described here - this role is not required to have a DBS check However it is essential that if the role varies from this the minister should be consulted and a DBS check undertaken* |  | *Foundation Module* | ***Volunteer Application Form***  [*www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/*](http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/) |
| *Pastoral Visitor B* | *Minister* | * *To visit more frequently than Pastoral Visitor A and prompt conversation about life events, current issues and concerns,* * *If the Pastoral Visitor is visiting the individual as a friend and NOT as their Pastoral Visitor, the Pastoral Visitor should make this clear at the outset.* * *NO support to be offered with personal care, finance (including shopping or church offering)* * *To signpost someone to support services or the minister as needed.* * *To support family members if required* * *To enquire about a person’s general health and well-being to be sure a person is not vulnerable.* * *To offer prayer if required.* * *To keep a record of visits and log any concerns.* * *To share pastoral concerns with the Minister and/or leader/s* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *Enhanced DBS check.* | *Adult* | *Foundation Module* | ***Volunteer Application Form***  [*www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/*](http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/) |
| *Pastoral Visitor C* | *Minister* | * *Have frequent contact* * *Offered with personal care and finance, for example, shopping or church offering* * *If the Pastoral Visitor is visiting the individual as a friend and NOT as their Pastoral Visitor, the Pastoral Visitor should make this clear at the outset.* * *Act as a representative of an individual as required and with permission.* * *To signpost someone to support services or the minister as needed.* * *To support family members if required* * *To enquire about a person’s general health and well-being to be sure a person is not vulnerable.* * *To offer prayer if required.* * *To keep a record of visits and log any concerns.* * *To share pastoral concerns with the Minister and/or leader/s* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *Enhanced DBS with Barred List Check.* | *Adult* | *Foundation and Advanced Module* | ***Volunteer Application Form***  [*www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/*](http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/) |