

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.

Role	Responsible to	Duties	DBS	Workforce	Training	Forms Required
<i>Pastoral Visitor A</i>	<i>Minister</i>	<ul style="list-style-type: none"> - <i>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.</i> - <i>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.</i> - <i>NO support to be offered with personal care, finance (including shopping or church offering)</i> - <i>To visit occasionally to generally engage with someone for social conversation and help reduce someone's feeling of isolation.</i> - <i>To deliver the newsletter and to keep someone informed of life in the church.</i> 	<p><i>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</i></p>		<i>Foundation Module</i>	<p><i>Volunteer Application Form</i> www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p>

		<ul style="list-style-type: none"> - 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. 				
Pastoral Visitor B	Minister	<ul style="list-style-type: none"> - 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. 	Enhanced DBS check.	Adult	Foundation Module	<p>Volunteer Application Form</p> <p>www.methodist.org.uk/safe-guarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p>

		<ul style="list-style-type: none"> - To share pastoral concerns with the Minister and/or leader/s - Notify the Safeguarding Officer or Minister of any safeguarding issues. 				
Pastoral Visitor C	Minister	<ul style="list-style-type: none"> - 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/