**Purpose of role:**

To be responsible for the smooth running of the Pastoral Visiting Team. The Pastoral Visiting Team responds to needs for those in the parish who may be isolated and unable to access the church family in other ways. Pastoral visiting is appropriate for and focused on the individual. Records are kept of pastoral visitors and those visited.

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Be responsible for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Undertake any training as required.
* Comply with General Data Protection Regulations.

**Specific**

* Pray for the visitors and the visited.
* You are the Coordinator for the Pastoral Visiting Team, ensuring it works as one body to meet the needs of the church family.
* You are the point of contact for pastoral visits, receiving all new requests for visits, matching new requests to a team member and coordinating who is visiting who.
* If a person’s needs or circumstances change, review how to best meet their pastoral needs and keep all involved up to date with changes.
* Arrange regular Pastoral Visiting Team meetings to review the progress of the team and to plan for the future.
* Make regular contact with each team member to discuss any issues and review the needs of the visited.
* Keep in regular contact with Vicar/Minister. Ensure that clergy are alerted when a clergy visit may be needed.
* Ensure all the team complete safeguarding procedures and training.
* Ensure secure storage of personal information and records of visits are in a locked cabinet.

**Commitment required:**

Be available to be contacted for new visit requests (this does not mean 24/7)! Access to a computer, send emails and make phone calls.

You are not expected to continue in this role ad infinitum. As part of your regular reviews with the Vicar/Minister you will discuss continuing in this role, or seeking a more suitable alternative for you and your current circumstances.

This role requires the volunteer to go through the safer recruitment process and obtain a DBS check.

**Accountability:**

Reports to Vicar/Minister and ultimately the PCC.

This role is voluntary.