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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/)  |