

## Life Group Leader [DBS] Role Outline & Volunteer Agreement

To be completed by the Life Group Coordinator:

<b>Name of Volunteer:</b>	<p><b>General Principles:</b></p> <p>Workers with adults experiencing, or at risk of abuse or neglect must have a commitment: -</p> <ul style="list-style-type: none"> <li>• To treat all individuals with respect.</li> <li>• To recognise and respect their abilities &amp; potential development</li> <li>• To promote their rights to make their own decisions and choices, unless it is unsafe.</li> <li>• To ensure their welfare and safety</li> <li>• To the promotion of social justice, social responsibility and respect for others</li> <li>• To confidentiality - never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must always be reported to the police or social services and the Diocesan Safeguarding Adviser.</li> </ul> <p>It is the responsibility of the PCC to provide a supportive, inclusive and positive environment that ensures that volunteers enjoy their work and are treated with respect and courtesy and that appropriate training is provided.</p> <p><b>Responsibilities &amp; Duties/see over page.</b></p>
<b>Group Name/Title : Life Group Leader</b>	
<b>Workforce: Adult</b>	
<b>When &amp; where group meets:</b>	
<b>Range of vulnerabilities:</b> adults experiencing, or at risk of abuse or neglect.	
<b>Person to whom responsible:</b> Life Group Focus Group Leader/Rector	
<b>Training needed:</b> Safeguarding	
<b>Date training to take place:</b>	
<b>Date/month when this role Outline is to be reviewed:</b> September 2016	
Signed: _____ Life Group Coordinator	Date: _____

To be completed by the Life Group Leader:

<p>I have understood and agree to the nature of the work I am to do with adults with experiencing, or at risk of abuse or neglect. I am happy to undergo training as required.</p> <p>I have read the Safeguarding Policy &amp; Safeguarding Agreed Practice Guidelines produced by the PCC. I understand that it is my duty to protect those children &amp; adults experiencing, or at risk of abuse or neglect with whom I come into contact. I know how to minimise risk and what action to take if abuse is discovered or disclosed.</p> <p>I understand that an Enhanced DBS check is a requirement of the role.</p>	
Signed: _____ Life Group Leader	Date: _____

**Responsibilities & duties:**  
***Confidential Declaration required***

1. To encourage members to seek a richer relationship with God, through opportunities for fellowship, Christian learning, prayer and worship in an informal and enjoyable setting.
2. To meet on a Tuesday evening (unless agreed with Focus group leader/Rector) to study God's word and explore what it means to live as a disciple of Jesus in XXXXXXXXXXXX today.
3. To facilitate open inclusive discussions and ensure confidentiality at all times.
4. To encourage group members to take an active role within the group and the life of the church as a whole e.g. Tuesdays Together, Holy Week meditations.
5. To communicate with members about changes to meetings and about 'whole Church' activities.
6. To direct members to other courses/advice as appropriate.
7. To prepare for each session through prayer and study.
8. To ensure a balance in meetings of the 4 Ws – Welcome, Worship, Word and Witness.
9. To agree and adhere to timings of meetings.
10. To meet regularly as part of the 'Focus group for Life groups'.
11. To direct potential new members to the Focus group leader/Rector for allocation to a group.
12. To ensure the venue is safe and appropriate for all members.
13. To ensure the group complies with Safeguarding guidelines.