

## Pastoral Care Team Leader

### Role

The Pastoral Care Team Leader is responsible for overseeing the pastoral care of individuals, families and groups of all ages within the church of \*\*\*\*\*.

This also includes individuals, families and groups who:

- Are not members of \*\*\*\*\* church but who have made contact with the church
- Have previously attended the church but are now unable to do so
- Have been referred by people or organisations that are aware that the Church responds to people in need of care and support.
- Have moved away from the parish but still regard themselves as being members of \*\*\*\*\* church

Their duties include:

- Leading the Pastoral Care Team, working closely with the priest in charge
- Selecting and recruiting Lay Pastoral Assistants (LPAs) and Official Church Visitors in line with \*\*\*\*\*'s Recruitment Procedure
- Assessing the need of individuals who are referred to them as needing pastoral care
- Allocating work to LPAs and Official Church Visitors
- Offering on-going supervision, support guidance and training to LPAs
- Organising Pastoral Care Team Meetings
- Ensuring that LPAs and Official Church Visitors attend appropriate training courses run by Salisbury Diocese or other organisations.

**Reporting to:** The priest in charge

### Requirements

In order to be a Pastoral Care Team Leader a person should:

- Be a regular worshipping member of \*\*\*\*\*
- Work under the direction of the priest in charge
- Have been selected and recruited in line with \*\*\*\*\*'s Recruitment Procedure
- Have successfully completed a Lay Pastoral Assistant's Course approved by Salisbury Diocese and currently be licenced as a Lay Pastoral Assistant by Salisbury Diocese
- Have Church approved identity information when carrying out visits
- Be responsible for their personal learning and development by attending courses run by Salisbury Diocese or other organisations

- Report any concerns reported to them to the Parish Safeguarding Representative (where abuse is suspected) or the Vicar (when appropriate).

### **Requirement for a Disclosure and Barring Service Check**

The role of Pastoral Care Team Leader will be subject to an Enhanced Disclosure and Barring Service Check because they may have significant and unsupervised contact with both children and adults who may be at risk of abuse.

If there is any likelihood that they will meet with children or adults who may be at risk of abuse at the Pastoral Care Team Leader's home address this needs to be indicated on the DBS Check Form.

They will also require a Barred List Check because they may undertake or supervise roles that are Regulated Activities such as working unsupervised with children or providing transport to or from a health facility, on behalf of \*\*\*\*\* church.