

Lay Pastoral Assistant Role Description

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.

The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.

Name of church/body	All Saints Grayswood
Role title	Lay Pastoral Assistant
Main purpose of the role	To provide pastoral care for adult church members, adult members of the parish and local community where appropriate. To provide leadership/pastoral support to other LPAs/LPVs (as agreed with the incumbent)
What you will be doing	<i>Any of the following, by agreement with the Incumbent. Please tick all that are applicable:</i> ☐ To visit the sick, those in hospital, and the housebound ☐ To support the dying and the bereaved ☐ To visit newcomers to the church ☐ To visit those who move into the local area ☐ To support vulnerable families within the community ☐ To administer Holy Communion by extension to the sick and the housebound ☐ To pray with and for people when visiting, either informally or using approved prayers ☐ To do occasional shopping/bill paying with or for the person visited where the adult is in need of that assistance by reason of age, illness or disability
When and where you will be doing it	Grayswood Parish – individual homes
Safeguarding Responsibilities	• All pastoral care will be provided in line with House of Bishops Safeguarding Guidance best safeguarding practice • Maintain records of pastoral visits including where vulnerability is identified in line with data protection legislation • Report all safeguarding concerns to the incumbent or parish Safeguarding Officer within 24 hours • Signpost to expert support and partner agencies
Disclosure & Barring Service (DBS) Requirements	The role is eligible for a DBS check, Adult Workforce at Enhanced Plus Barred
Training requirements	• Basic Awareness • Foundations • Raising Awareness of Domestic Abuse • Safeguarding Leadership Training • Pastoral training (LPV or former PA training)

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	Additional optional modules (as detailed on the diocesan website)
Support/supervision you will be given	Your supervisor is: - Supervision will be every: - Annual Review will be in Jan/Feb of each year. - Standardised or church based email address (Consider supplying church phone) ...
Person Specification	It is expected that those who are Lay Pastoral Assistants are identified as having - Love for God: Is rooted in established patterns of corporate worship, Bible reading, prayer, study and reflection - Call to ministry: Has a call to serve in this ministry that is recognised and affirmed by others - Love for people: An ability to be empathic with good listening skills. Able to respect confidentiality (as per safeguarding guidelines) - Self-care: Is a person of openness, stability and self-awareness and can nurture themselves while caring pastorally for others. - Wisdom: Shows personal integrity, emotional maturity and honesty. Handles conflict well. - Fruitfulness: Recognises their strengths and weaknesses, and resources themselves with good self-care. Models humility.

Created by:

Date:

This role description and working agreement will be reviewed in (date):

Agreement

Incumbent:

Signature:

Date:

- I agree to serving within the framework of this role description
- I agree to completing any necessary safeguarding training
- I agree to respond to any safeguarding matters (Respond, Record, Report) in line with the Parish Safeguarding Policy

Post Holder (Print Name): **Signature:**