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**Lay Pastoral Assistant**

**Name……………………………………………**

**Benefice…………………………………………………….**

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

*A Lay Pastoral Assistant is appointed by, and sent out under the authority of, their local church and so we would expect that this sample role description is adapted to fit the local context.*

*Amendments should be agreed between the incumbent/supervisor and LPA.*

**Role Description**

**Main purpose of the role**

To offer appropriate pastoral care and support to church members and others living in the parish as directed by the incumbent.

**What you commit to as a commissioned minister**

To love and serve your neighbours as yourself

To work for peace and reconciliation in your community

To be a sign of the ministry to which Christ calls us all

To express God’s love through caring for others and in serving them proclaiming by word and action the Good News of God in Christ.

To be faithful in your own prayers and regular worship, setting an example in your own community.

**What the role involves** *[adapt for your context]*

You may be asked to:

* Visit parishioners who are sick or housebound
* Visit residential homes for adults and/or children
* Distribute Holy Communion to the sick and the housebound
* Offer listening, conversation, advice, support or prayer as appropriate with adults and/or children.
* Attend baptism services and preparation with families and children
* Conduct family visits before or after baptism services for children
* Provide transport or accompany someone to or from places where they will recelve health, personal care or social work services.

You will need to:

* Be aware of and comply with all relevant safeguarding requirements
* Know how to respond to and report any safeguarding concerns or allegations
* Agree boundaries and expectations with any person being supported
* Ensure that personal data is stored securely
* Attend meetings for your support, guidance or supervision

**When and where you will be doing it** *[adapt for your context]*

On church premises and visiting people in their own homes when needed.

In *[named care homes].*

**Additional occasional responsibilities** *[adapt for your context]*

* Assisting at an annual service of remembrance of those who have died
* Attending additional seasonal services to offer pastoral care where needed

**To whom you will be responsible** *[adapt for your context]*

 The Vicar/Rector/Pastoral Care Coordinator

**Safeguarding training requirements**

The following safeguarding pathways will need to be completed and kept up to date:

Basic Awareness

Foundation

Awareness of Domestic Abuse.

**Disclosure and Barring Service check**

An enhanced check (Adult and Child) is required with Adult and Child barring.

**Support you will be given**

* Training - Access to the Diocesan CMD programme includes sessions helpful to LPAs. Some local training may also be organised.
* Supervision sessions – How often will you meet with your supervising minister?

**Person Specification**

This role requires someone who:

* Has a loving and compassionate heart
* Has a willingness to listen to and support those in need.
* Understands and maintains appropriate boundaries of confidentiality
* Builds good relationships with tact and sensitivity
* Is approachable and empathetic
* Treats everyone with respect and dignity
* Works well as part of a team

Signed (LPA) ………………………………………….………..

Signed (Incumbent) ………………………………………..

Date………………………………………………………………..

**Please review this role description (at least) every three years.**