

Official Church Visitor

Role

This role description applies to those people who are asked by one of the Leadership Team of ***** to visit someone in their own home, a hospital or a care home, on a regular basis. This may include the giving of communion.

This role description does not apply to members of the congregation who undertake similar visits as personal acts of friendship.

Although the majority of people visiting people in their own homes or undertaking home /care home communions will be licenced Lay Pastoral Assistants (LPAs), there are occasions when other members of ***** church may be asked to undertake these roles.

They may also accompany a licenced LPA when they are undertaking any of the duties outlined below;

- Home visiting including visiting people experiencing terminal illness and bereavement
- Visiting Care Homes and Supported Housing establishments
- Carrying out home communions and services for individuals and groups
- Hospital visiting
- Baptism preparation and follow up (with the Clergy)
- Marriage preparation and marriage courses

Official Church Visitors may visit members of ***** church who are not living in the parish but are in the ***** area.

They may also visit people who are not members of ***** church but who have made contact with the church or who have been referred by people or organisations that are aware that the Church responds to people in need of care and support.

Reporting to: The Pastoral Care Team Leaders

Requirements

In order to an Official Church Visitor a person should:

- Be a regular worshipping member of *****.
- Have been selected and recruited by a church leader and with the agreement of the Pastoral Care Team Leaders in line with *****'s Recruitment Procedure
- Work under the direction and supervision of the Pastoral Care Team Leader
- Have Church approved identity information when carrying out visits

- Attend Pastoral Care Team Meetings
- Report any concerns about the people they are visiting to the Pastoral Care Team Leaders, the Parish Safeguarding Representative (where abuse is suspected) or the priest in charge (in urgent situations).

Requirement for Disclosure and Barring Service Check

The role of Official Church Visitor will be subject to an Enhanced Disclosure and Barring Service (DBS) check because they may have significant and unsupervised contact with both children and adults who may be at risk of abuse.

If the Official Church Visitor is working unsupervised with children or providing transport to or from a health facility, on behalf of the *****, they will also require a Barred List Check because they are undertaking a Regulated Activity.