

## Prayer Ministry Co-ordinator Role Outline & Volunteer Agreement

### To be completed by the Prayer Ministry Team

<b>Name of Volunteer:</b> 	<b>General Principles:</b> Workers with children &/or adults experiencing, or at risk of abuse or neglect must have a commitment: <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> <b>Responsibilities &amp; Duties/see over page.</b>
<b>Group Name / Title:</b> Prayer Ministry Team Co-ordinator	
<b>Workforce: Adult</b>	
<b>When &amp; where group meets:</b> Usually Sunday services in church & CMC. CMC for training & prayer	
<b>Age range of children/range of vulnerabilities:</b> No children currently. May meet adults experiencing or at risk...at risk as we minister	
<b>Person to whom responsible:</b> Team Rector XXXXXXParish Church	
<b>Training needed:</b> Safeguarding & Prayer Ministry	
<b>Date training to take place:</b> Safeguarding: by February 2017 [Last training date March 2015] Prayer Ministry: by May 2017	
<b>Date/month when this role Outline is to be reviewed:</b> Annually in August	
Signed: Rector	Date:

### To be completed by the Prayer Ministry Co-ordinator

<p>I have understood and agree to the nature of the work I am to do with children &amp; adults with experiencing, or at risk of abuse or neglect.  I am happy to undergo training as required.  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.  I understand that an Enhanced DBS check is a requirement of the role.</p>
Signed: _____ Date: _____

**Responsibilities & Duties:**

1. Formulate the Vision, Update Guidelines, Policies and Protocol as necessary. (Attached)
2. Meet with the Rector as necessary but at least twice a year for a review of Prayer Ministry
3. Pastor the Prayer Ministry Team
4. Organise meetings of the Prayer Ministry Team as appropriate at least twice a year.
5. Organise & undergo external training with team members at least once a year.
6. Offer extended prayer ministry support as appropriate, at an agreed venue.
7. **Join a Life-Group for support and spiritual growth**
8. When on the Prayer Ministry Team for the service:
  - a) Attend the prayer meeting before the service
  - b) Prepare oneself in prayer and seek the Lord for 'Words of Knowledge etc.'
  - c) Check who is on the Rota with you and if they have not joined you at the prayer meeting find another to cover.
9. Be prayerful and seek the Lord for words of knowledge especially when on the Prayer Ministry Team for the service
10. Essential issues to be aware of are:
  - Confidentiality
  - Boundaries
  - Praying for the rest of the team.
11. Be aware of the parish's Lone Workers/ Home visiting policy and guidelines.
12. Report any concerns to the Rector as soon as possible