**PASTORAL VISITOR**

The Catholic Diocese of Christchurch adheres to the Church National Safeguarding Guidelines. These include guidelines for volunteers in Church ministries to maintain a safe and healthy ministry environment. Our commitment to these guidelines requires that we have safe recruitment practices including conducting background reference checks (police vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (those aged up to 18 years) and vulnerable adults. The role of a Pastoral Visitor is a Police Vetted role. This role will commence on completion of the police vetting process, which can take up to 6 weeks.

**MINISTRY TITLE: Pastoral Visitor**

**MAIN PURPOSE & OBJECTIVE OF MINISTRY ROLE:**

This role, under the guidance and direction of the parish priest or Pastoral Coordinator or a delegated parish person, responds to the needs of members of the local parish in practical and pastoral ways. This role serves as a vital pastoral connection between the parish community and the person who cannot attend parish Masses and activities. The role may include visiting people who are grieving, or families who are not connected to the parish in any way.

**TASKS**

* Visit people who are elderly, disabled, housebound, ill, recovering from illness or bereavement in a private home or residential care facility at home, in residential care facilities.
* Visit the home bound to provide company, friendship and engagement with the outside community.
* Offer listening, conversation, support, or prayer to those being visited as appropriate.
* Agree boundaries and expectations with the person being visited.
* Serve as an important link between the parish and the person being visited.
* To build positive relationships with the people visited.
* May include activities that provide meals or a food parcel due to illness or incapacity.
* May include transport to Mass or shopping or medical appointments for those that are unable to access suitable transport for themselves. If this service is required Church Health & Safety and Church Safeguarding provisions will apply.

**EXPECTATION OF ROLE**

* Undertake formation and pre-training prior to beginning this ministry and attend ongoing formation including how to operate this ministry.
* Undertake safeguarding training by way of workshops or online training related to this ministry.
* Attend regular meetings as agreed with your parish leader, who will support you in this role.
* Seek advice on any matters related to this ministry if you are unsure.
* Observe the physical surroundings and the emotional and spiritual needs of the person.
* Follow established procedure for reporting concerns.
* Follow the two-person practice of visiting in pairs.
* Alert the parish person to whom the pastoral roles is responsible, of any additional support identified.
* Keep necessary visitation records.
* Exercise good judgement with a respect for safety, privacy, and confidentiality.
* Have a non-judgemental attitude, respecting the privacy and dignity of those that are visited.
* Offer a warm and inviting demeanour when visiting the persons home.
* Wear Church ID, with your name and role clearly visible.

**VOLUNTEER SAFEGUARDING AGREEMENT**

Our parish / community is committed to safeguarding and protecting all children, young persons and adults who may be vulnerable, as well as all volunteers in Church roles.

**This role will comply with the National Safeguarding Guidelines and Safeguarding Policy:**

* Police Vetting Process completed prior to commencing ministry
* Code of Conduct for Employees & Volunteers - Signed by Volunteer
* Volunteer Agreement - Signed by Volunteer
* Safeguarding Training Workshops and relevant online training if appropriate