



Role description for Pastoral Assistant (trained)

Role: To work on a voluntary basis in collaboration with others and under the direction of the Incumbent, in supporting the many and varied areas of parish life. To aim to make an informed and effective contribution to the total pastoral ministry of the Church and, in discussion with the Incumbent, to formulate a specific role appropriate to the life of All Saints.

Role Requirements:

To be:

To be a person of compassion and understanding, who offers pastoral care in a gracious, Christ-like manner; and who treats each person with respect and dignity, as a unique individual created in the image of God.

To do:

Any of the following, by agreement with the Incumbent:

- To visit the sick, those in hospital, and the housebound
 - To support the dying and the bereaved
 - To visit newcomers to the church, and those who move into the local area
 - To support vulnerable families within the community
 - To distribute Holy Communion to the sick and the housebound
 - To pray with and for people when visiting, either informally or using approved prayers
 - To be a 'resource' person, whom other members of the Pastoral Team can come to for support and prayer
 - To attend to other areas of Pastoral Ministry within the parish, and specifically:
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All of the following:

- To attend at least 3 Pastoral Team meetings per year, for support, guidance and supervision by the incumbent
- To read, adhere to and promote all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church.

Reports to: The Incumbent

Agreement:

I agree to serve as a Pastoral Assistant at All Saints Church, under the governance structures of the incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____

Supporting information:

Selection for Training

Anybody who thinks they have a calling to be a Pastoral Assistant must test that vocation by having the support of their Incumbent and PCC. Candidates who come for selection should be:

- over 21
- active and communicant members of the Church of England
- mature, stable Christians with a certain amount of experience
- flexible in approach
- able to be sensitive to problems presented to them
- people without severe problems of their own and not recently bereaved
- willing to learn through the training
- people who have been carefully chosen by their Incumbents, who are acceptable to their PCCs, and who will work cooperatively as part of a team

The Role

1. A short application form is completed by the candidate
2. A statement in support of the application is made by the Incumbent.
3. The PCC passes a resolution in support.
4. The Incumbent and the candidate make an application to the Senior Course Tutor who will interview prospective candidates.
5. Enhanced CRB disclosure is required.
6. The PCC will be responsible for paying the costs of the course.
7. The applicant will complete the Foundation Course - The course incorporates education in theory, training in skills and formation of the person. There are general and specific components which cover listening skills and spiritual growth with a choice of topics such as Marriage, Singleness, Faith Development, Teenagers, Under 11s, Under 5s, the terminally ill, depression and mental health, unemployment etc. There is evening and afternoon provision for the one year course (including a Residential weekend) which begins in September. 95% attendance is required. Dates for forthcoming courses can be found on the diocesan website.
8. The Incumbent will provide primary support
9. Subject to satisfactory completion of the Course, the Senior Tutor recommends to the Bishop the names of the successful candidates who then receive authorisation from the diocese at an annual service in July. This is followed by a commissioning in their parish.
10. A Pastoral Assistant is commissioned, in the first instance, to serve for a four-year term of office, after which it can be extended by mutual agreement with the Incumbent. It is important to notify the Secretary when a person ceases to be a Pastoral Assistant.
11. Before being commissioned, the PA will complete and agree a Job Description with the Incumbent.
12. The Job Description will be revised at each annual review/appraisal with the Incumbent. There will be a 5-yearly review initiated by the Diocese.
13. Complete an annual Return Form, giving indications about their work. This will be returned to the Secretary as directed. PAs have access to other diocesan provision for training and may attend appropriate CMD days advertised within the diocese.
14. PAs should be used (but not over-worked) in the parish with regular supervision and planning meetings arranged by the Incumbent.
15. PCCs should also be prepared to fund further short training courses in the future, as necessary. It is expected that PA's will continue to develop their learning and that new areas of pastoral work will be undertaken. As this will sometimes require new skills, a variety of in-service training opportunities will be organised throughout the diocese by the CMD officer for PAs (advertised through the PA Newsletter and on the website).
16. Attend the annual Training Day organised by the Diocese.
17. Write and adhere to a risk assessment covering activities carried out as a PA.