



## Volunteer Role Outline

Role Title: **Pastoral Lead**

Responsible to: The Minister

Purpose: To work alongside the Minister, Lay Workers and pastoral team, in the provision of pastoral care for the people associated with Leatherhead Methodist Church. To maintain Pastoral records.

### Responsibilities of the Pastoral Lead:

- Convene meetings of the Pastoral Committee and liaise regularly with pastoral team members.
- In partnership with the Church Administrator and/or Minister, to produce agendas and arrange for notes of the meetings to be kept, circulating both as appropriate.
- Report regularly to the Church Council on pastoral issues and changes to the church's membership and community rolls.
- Together with the Minister, encourage the Church Council to develop good pastoral care programmes for the life of the church.
- With the Minister and Church Administrator, oversee the maintenance of the church's records of members and adherents and to arrange for an up-to-date A-Z list of those on the Community Roll to be produced once a year.
- Assist the Church Administrator and Minister in the completion of the annual Methodist Church membership returns.
- Supply church family news/prayer requests for inclusion in the weekly LMC Bulletin.
- With the Church Administrator, make arrangements for the distribution of greetings cards (e.g. those in hospital, bereaved, new baby, etc) and give names to flower ministry so flowers can be delivered as appropriate.
- Attend church council to represent pastoral work
- Serve as part of the Pastoral Team, as outlined in the Role Description for being a pastoral team member.

Other requirements:

Have a DBS check – renewed every 5 years

Attend Foundation and advanced Safeguarding Training– renewed every 4 years

Undertake any other training considered appropriate by the Methodist Church.

I have read and understood this Role Description, the Church Safeguarding Policy and the Guidance on Recording of Pastoral Work and Confidentiality

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_