

**CONFIDENTIAL**

**APPLICATION FORM FOR VOLUNTARY WORK (PASTORAL & PRAYER TEAM)**

**Parish Church of St. Nicholas, Stevenage, Hertfordshire**

The Parochial Church Council (PCC) is responsible for the acceptance of all workers with children and young people. Every worker shall complete a copy of this form which will be retained by the Incumbent/Safeguarding Co-ordinator in a secure place. The form is confidential and will be seen only by the person responsible for the activity and the Incumbent, unless requested by an appropriate authority.

<b>Name</b>	
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**Please tick each box to confirm you agree with and understand the following:**

Your full contact details are on the Church Family List (address, mobile, email)	✓ / ✗
That you have read, understood and will follow the role description you are offering to take on	✓ / ✗
That you have no convictions or temptations that would make you unsuitable for this role	✓ / ✗
That you are happy to complete the DBS application* and any training required	✓ / ✗
That you have read, understood will abide by the church safeguarding policy	✓ / ✗
That both you and the church leadership can terminate this agreement at any time	✓ / ✗

**Signatories:**

Name	Signed	Date
Applicant		
Group Leader		
Incumbent		
Referee 1*		
Referee 2*		
Applicant (After 3 months to confirm post)		
Group Leader (After 3 months to confirm post and pass completed from to Safeguarding Recruitment lead for safe storage)		

DBS\*: If you have ever received or have an unspent caution, conviction, reprimand or warning, then you may be asked to complete an additional form which may or may not affect your application.

Referees\*: By signing you are confirming that the person applying is well known to you and that you believe they are suitable to work with children, young people or others to the share the Gospel and keep them safe.

## **PASTORAL TEAM ROLES DESCRIPTION**

We all need a little help from time to time. The vast majority of support comes informally through church family and friends and this is not the business of others. Sometimes Church family members need a bit of extra help and for this we have a pastoral care team. The pastoral team is made up of the Rector and named members of the church family.

Pastoral Care is the giving of spiritual, emotional and practical support to church family members who are in need. Pastoral support may be helpful in times of personal/family need or in times of spiritual questioning or growth etc.

### **The role of the Pastoral Care Lead is to:**

- Liaise with the Rector to agree any spiritual, emotional and practical support a church family member needs.
- Agree the boundaries of any support given.
- Coordinate all of the Pastoral Care which is done in the church.
- Coordinate and support a team who make up the Pastoral Team.
- Liaise with the Pastoral Plus/Safeguarding Lead as required.

### **AND TO**

- Liaise with the Safeguarding training and Recruitment leads to encourage completion of all related forms and required training
- Sign-off the role applications when completed (noting that it is the Incumbent who has final appointing responsibility)

### **The role of the Pastoral Care Helper is, under the guidance and support of the pastoral lead, to offer:**

- Spiritual support including things like prayers, 'journeying with' and pointing to resources
- Practical support, which could include things like having a coffee and listening, making a meal and help with shopping.
- Emotional support, which could include listening, comforting and being available to talk to.

Pastoral support of any kind never includes intimate personal care, financial activities, wills and legacies. Under no circumstances should a pastoral worker carry out their own investigation into

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social care needs, health needs or an allegation or suspicion of abuse. Pastoral workers should avoid doing the roles of professionals, even when there appears to be no other solution.

If you are in any doubt about what to do, just ask the lead person in the following and they will guide you:

- Pastoral support lead
- Prayer ministry lead
- Home group leaders
- Safeguarding lead
- The Incumbent

### **PRAYER TEAM**

**The role of the Prayer Team Lead is to:**

- Coordinate and support the Prayer team to offer after service prayers for individuals and small groups as requested
- Liaise with the Rector to agree any spiritual, emotional and practical support a church family member needs.
- Agree the boundaries of any support given.
- Liaise with the Pastoral Plus/Safeguarding Lead as required.

AND TO

- Liaise with the Safeguarding training and Recruitment leads to encourage completion of all related forms and required training
- Sign-off the role applications when completed (noting that it is the Incumbent who has final appointing responsibility)

**The role of the Prayer Team member is to:**

- offer after service prayers for individuals and small groups
- Liaise with the Prayer Team Lead regarding any spiritual, emotional and practical support a church family member needs.

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- Liaise with the Pastoral Plus/Safeguarding Lead as required.

It is important to recognise that topics discussed, prayed about or explored should always be kept confidential between you and the person you offer prayer/support to as a first rule of thumb. For most people that we see, prayer support will be enough. Do consider promoting home group, the person may want ongoing prayer through the prayer chain, some will need pastoral support and a few will need safeguarding/specialist help.

If you judge that the issue needs to be taken further, then you should always discuss and agree this with the person you are supporting...

...unless you judge that the immediate safety of the person is compromised if you do not act without their agreement (e.g. a child would be going to a person they just told you they are being abused by or if they say they are thinking about taking their own life)

Praying 'alone' with children or vulnerable adults. Remember, prayer ministry takes place in a semi-open place, so you and they are able to be seen. The topic they may ask for prayers about could be one that raises your concerns. Consider asking if they want a parent/ carer to sit nearby too.

If you are in any doubt about what to do, just ask the lead person in the following and they will guide you:

- Prayer ministry lead
- Home group leaders
- Pastoral support lead
- Safeguarding lead
- The Incumbent