

Diocese of Nottingham: Parish of St Anne's, Buxton.



Job Title: Parish Visitor

Responsible to: Parish Priest

Job Purpose: To assist the Priest with pastoral support and care.

Main Responsibilities:

1. To assist the Priest in a range of pastoral support situations.
2. To assist the Priest in providing care for parishioners who are not able to come to Mass.
3. To be familiar with the code of conduct which applies to this role.
4. To be familiar with the Safeguarding Procedures and Code of Conduct which apply to this role and ensure they are followed.
5. To meet regularly to discuss with Parish Priest or other appointed person, with responsibility for your ministry, to enable sharing of any concerns concerning the people you visit.
6. To access training opportunities to keep you informed of developments in your role.

Guidelines:

Being invited into peoples' homes puts you in a unique position. You are most likely their only contact with the Church. Please make your visit as reverent and meaningful as possible and be aware of their needs.

- When visiting the housebound you must remember that you are there at their invitation. It is a special relationship that you have, one that includes a degree of trust.
- Many housebound people are elderly, living alone and frail. We must be aware of our physical presence and use it to give confidence to the person.
- Relationships can develop and, particularly where there is no family, you may be trusted with confidential information of the location of valuables. It is recommended that for your own protection, your parish priest be made aware of such instances.
- Where there are family members it is recommended that they are made aware of your role and when visits will take place.
- Having got to know the people who you visit, do only what you feel is right and proper for their well-being and, if in doubt, consult with your Parish Priest or Safeguarding Department.
- If concerned that a person is at risk from harm, contact Social Services Department or Police immediately.
- Any concerns in a hospital situation should be discussed with hospital management and hospital chaplains.
- Make person with overall responsibility aware of planned visits and when they are completed.