

[Insert local Church logo / details]

## Volunteer Role Outline

Role Title: Pastoral Secretary

Responsible to: The Minister/Lay Worker

Purpose: To work alongside the Lay Worker and the Minister in the provision of Pastoral Care for the people associated with [insert church name] Methodist Church. To maintain Pastoral records

### Responsibilities:

- Convene meetings of the Pastoral Committee and/or Pastoral Visitors
- In partnership with the Lay Worker and 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 Lay Worker, encourage the church council to develop good pastoral care programmes for the life of the church.
- With the minister, oversee the maintenance of the church's data base 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 Lay Worker and Minister in the completion of the annual Methodist Church membership returns.
- Supply church family news for inclusion in the church magazine/newsletter
- With the Lay Worker, 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

### Other requirements

Have a DBS check – renewed every 5 years

Attend Foundation Safeguarding Training – renewed every 4 years

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