**Preamble**

The distribution of Holy Communion to those unable to attend services in Church is an important part of the pastoral ministry offered in our parishes. It is therefore important that the people who are authorised to do this have been selected by their PCC and Incumbent, appropriately trained, supported and supervised.

This document is intended to provide a template Role Description and Person Specification for PCCs to use when deciding to recruit volunteers to this role.

**Role description**

At the request of, and under the guidance of the Incumbent (or Rural Dean):

* take Holy Communion to those unable to attend church in person, this could be to a private home, a residential home, a hospital or hospice.
* lead the Service, using only the authorised texts and liturgy
* enable those present to join in as much as they are able and want to
* work with others engaged in this ministry and/or the pastoral support of people in the parish
* be sensitive to the needs of those being visited, and those nearby in residential homes, hospitals and hospices
* carry a Truro Diocese issued ID card
* attend Pastoral team meetings
* abide by all requests made by those in authority at the venues being visited
* record all visits made for the purpose of distributing Holy Communion. The record should note the date of the visit, the venue and the name(s) of the person/people visited and the name(s) of the ministers. This information needs to be stored confidentially within GDPR guidelines. The record could simply be an entry in the Register of Services held in the church from which the Sacrament has been shared, provided that it includes all of the information listed above
* be mindful at all times of the need to keep everyone safe, especially those who are vulnerable
* report and record (using the appropriate form) all safeguarding concerns in accordance with the Parish/Benefice Safeguarding policy
* alert the incumbent of any concerns or spiritual needs
* Carry out risk assessment prior to visiting and follow any guidelines established
* Follow the parish/diocesan Lone Working policy
* engage in regular supervision (121 or group) dependent on context
* Renew and update training (including Safeguarding) and ensure you have a valid enhanced DBS check

**Person Specification**

Any individual (lay or ordained) taking communion to a home or an institution is engaged in an intimate ministry to potentially vulnerable people. As well as the giving of communion, it is inevitable that pastoral conversations will take place, which can then lead to other pastoral matters arising.

It is therefore a requirement that all those involved in this ministry have a current Enhanced DBS check in place, and have completed the appropriate safeguarding training. In addition, lay ministers (e.g. Local Worship Leaders), who are not already authorised as Local Pastoral Ministers will be required to attend diocesan pastoral training (Key Skills). Those who are licensed as Readers/Licensed Lay Ministers (LLMs) will be required to demonstrate that they have attended relevant pastoral ministry training.

**Personal Qualities required for this role:**

* A person of prayer and faith, a disciple of Christ
* A regular worshipping member of the church community
* A good listener, kind and gentle
* Able to lead worship with integrity and wisdom
* A team player, willing to work with others
* A demonstrably deep commitment to excellent Safeguarding practice
* Sensitive to complex situations and needs, and ready to ask for help from others
* Committed to a high level of accountability
* Ready to continually learn and develop

**Reimbursement of expenses:**

This is an unpaid voluntary role but travel expenses and any other expenses incurred whilst undertaking the role and necessary to it, will be reimbursed by the PCC.

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