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| *Insert Parish logo here* |

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| Position title: | Pastoral Visitor | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | None. | Other key relationships: | Parish Pastoral Associate, Parish Secretary |
| Position Purpose: | The role of the Pastoral Visitor is to carry the Good News of the Gospel to people. When we visit others, it is Christ who works through us. We become the hands and feet of Christ in the world today. | | |
| Qualifications and experience: | * No experience required as Pastoral Visitors are given training. * Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check. | | |

| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values * Commitment to ongoing personal faith formation * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy * Empathetic with excellent listening skills * Authentic and compassionate * Be helpful when possible, without taking away the other’s autonomy or initiative * Be able to offer a prayer or blessing where appropriate |

| Key Results Areas: | Key Duties: |
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| Pastoral visitation | * Arranges mutually suitable time for visits. * Conducts visits. * Reports back on visits to the Pastoral Associate or Parish Priest. * Discusses any issues with the Pastoral Associate or Parish Priest. |
| Training | * As required, assists in the training of new Pastoral Visitors |

**Further reference:**

- *Ministry of Pastoral Visitation*, Melbourne: Archbishop’s Office for Evangelisation, 2013.