



27 Jan 2020

Terms of reference for the **Pastoral Care Team** Whitefriars Church,
Boughton Drive, Rushden, NN10 9HX

Definition of Pastoral Care:

We seek to represent Jesus Christ and to be vessels through which the Holy Spirit may work to draw men and women closer to God, and we undertake to do so in thought, word and deed.

We seek to offer spiritual, emotional and practical support.

Purpose / role of the group:

The group was established in 2017.

We seek to co-ordinate and respond to Pastoral Care needs within Whitefriars Church and beyond.

The aim is to offer pastoral care to members of Whitefriars Church and contacts in a way that meets their needs with love and compassion as Jesus taught.

Membership:

Membership is open to anyone with the gifting of pastoral care that the team agree to admit. There is no restriction on numbers at present. Church members can be involved by offering to visit members or make and deliver food etc

Accountability:

We are accountable to God and seek to be obedient to his commands:

“A new commandment I give to you: Love one another, as I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.” (John 13: 34-35)

The PCT is also accountable to the incumbent.

Members communicate and report back via whatsapp.

Individuals are also invited to report back termly at the PCT meeting. This is led by the leader of the PCT who may be a Churchwarden.

Please also refer to our Lone Worker Policy but here are the main points:

- ✓ *Team members should inform members of any visits made alone via the whatsapp and they should take a mobile phone.*
- ✓ *When visiting alone members should consider if the visit may present a risk to them.*
- ✓ *If you have any concerns then a second person should be asked to come along.*
- ✓ *People who are known to have mental health issues should be visited in pairs.*
- ✓ *Perform a 10 second risk assessment when the door is opened and do not enter if you feel it is not safe to do so. Make an excuse and leave promptly.*
- ✓ *When entering try to shut the door yourself so that you can see how it is opened and how the lock works.*
- ✓ *Always follow the person into the building and ask that any dogs are removed from the room.*
- ✓ *Familiarise yourself with the quickest means of exit should you need to.*
- ✓ *Ensure that you seat yourself near the door so that you can exit quickly if needed.*

Review:

The terms of reference will be reviewed annually at the PCT meeting.

The next review will be in January 2020.

Working methods / ways of working:

Each member within the PCT has a responsibility to co-ordinate pastoral care as follows:

Homegroups

Newcomers

Retireds

Food

Homevisits

Family Support

Meetings:

Meetings will be held termly in line with the School term:

Sept/Oct

Jan/Feb

Apr/May

The Leader of the PCT/Churchwarden will organise meetings.

Actions from the last meeting will be reviewed and any points from team members, Staff and Churchwardens meetings will be included on the Agenda.

The Actions will be circulated after the meeting via Churchsuite.

Non-members may be invited to discuss specific topics e.g. youth or training.

The secretariat will be assigned by the leader.

Sharing of information and resources (including confidential materials)

PCT members share information via the whatsapp such as prayer requests, visiting and organising food.

Information on the whatsapp is confidential to the team only and this must be respected. Consent from the person that information is shared about should be obtained before putting on the whatsapp.

The PCT is mentioned on the website and the vicar and leader's contact number is given for the public to contact.

People's personal information will not be shared on the website.

Definition of terms

- *PCT means Pastoral Care Team*
- *Churchsuite is the online church address book database*