

## VOLUNTEER AGREEMENT & TASK DESCRIPTION PASTORAL VISITOR

The Catholic Diocese of Auckland has implemented National Safeguarding standards for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (0-18 years).

VOLUNTEER TITLE:	Pastoral Visitor	
PARISH:		
VOLUNTEER NAME:		
VOLUNTEER TENURE:	Days per week:	
	Monday Tuesday Wednesday Thursday Friday	
	Saturday Sunday	
	No. of hours per week:	
	No. of flours per w	еек
VOLUNTEER REPORTS TO:  PARISH PRI COUNCIL		IEST/PARISH SECRETARY/ PARISH PASTORAL
MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE This role, under the guidance and direction of the Parish/Priest, responds to the needs of members of the local parish in practical and pastoral ways		
TASKS		EXPECTATIONS
Provide meals for those who are unable to prepare meals for themselves due to illness or incapacity.		Prepare additional servings of their family meals, consistent with safe food handlings practices, to be frozen and provided to those in need.
Provide transport to Mass attendance, shopping or medical appointments for those who are unable to access suitable transport for themselves.		The Pastoral Visitor will hold a current drivers license, comprehensive car insurance, current registration and warrant of fitness and have a safe driving record.

Visit the home bound to provide company, Offer a warm and inviting demeanour when friendship and engagement with the outside visiting the parishioner's home. Limit home visits to an hour (or less depending on frailty of community. the person visited). Provide hospitality and catering post funerals Give time to prepare appropriate catering for conducted at this parish. post funeral hospitality. Serving and tidying after the catering is also included in this This role will comply with the National Volunteers will receive copies of: Safeguarding Guidelines: Safeguarding Policy Risk Assessment – Pastoral Visitor • Code of Conduct for Employees & **National Safeguarding Policy** Volunteers Code of Conduct for Employees & • Safeguarding Training Volunteers CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS Be clear as to the purpose and limitations of this ministry. This is occasional care to respond to some day to day needs. You may not be able to provide everything that an individual requires and may need to refer to other specific agencies for additional assistance for a particular person. TO BE SIGNED BY THE ROLE HOLDER: I have read and I understand this task description I have received copies of and had the following explained to me and I understand the expectations: Safeguarding Training Risk Assessment Safeguarding Policy Code of Conduct for Employees & Volunteers Name: \_\_\_\_\_ Signature: VERIFICATION / AUTHORISATION (completed by Parish) Approved by: \_ (Position / Title) (Name) Date: \_\_\_\_ Police Vetting: Date Returned: Result: NZ Police Vetting Report attached Safeguarding Training undertaken Date: