



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) and vulnerable persons.

VOLUNTEER TITLE:	Pastoral Visitor	
PARISH:		
VOLUNTEER NAME:		
VOLUNTEER TENURE:	Days per week: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> No. of hours per week: _____	
VOLUNTEER REPORTS TO:	PARISH PRIEST/PARISH SECRETARY/ PARISH PASTORAL COUNCIL	
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. Provide transport to Mass attendance, shopping or medical appointments for those who are unable to access suitable transport for themselves.	Prepare additional servings of their family meals, consistent with safe food handling practices, to be frozen and provided to those in need. The Pastoral Visitor will hold a current drivers license, comprehensive car insurance, current registration and warrant of fitness and have a safe driving record.	

<p>Visit the home bound to provide company, friendship and engagement with the outside community.</p> <p>Provide hospitality and catering post funerals conducted at this parish.</p>	<p>Offer a warm and inviting demeanour when visiting the parishioner's home. Limit home visits to an hour (or less depending on frailty of the person visited).</p> <p>Give time to prepare appropriate catering for post funeral hospitality. Serving and tidying after the catering is also included in this ministry.</p>
<p>This role will comply with the National Safeguarding Guidelines:</p> <ul style="list-style-type: none"> • Safeguarding Policy • Code of Conduct for Employees & Volunteers • Safeguarding Training 	<p>Volunteers will receive copies of:</p> <ul style="list-style-type: none"> • Risk Assessment – Pastoral Visitor • National Safeguarding Policy • Code of Conduct for Employees & Volunteers
<p>CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS</p> <p>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.</p>	
<p>TO BE SIGNED BY THE ROLE HOLDER:</p> <p>I have read and I understand this task description</p> <p>I have received copies of and had the following explained to me and I understand the expectations:</p> <p style="text-align: center;"> <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Safeguarding Training </p> <p style="text-align: center;"> <input type="checkbox"/> Safeguarding Policy <input type="checkbox"/> Code of Conduct for Employees & Volunteers </p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>	
<p>VERIFICATION / AUTHORISATION (completed by Parish)</p> <p>Approved by: _____ (Position / Title) _____ (Name)</p> <p>Date: _____</p> <p>Police Vetting: Date Returned: Result:</p> <p>NZ Police Vetting Report attached <input type="checkbox"/></p> <p>Safeguarding Training undertaken <input type="checkbox"/> Date: _____</p>	