

tabernacle : penarth

purpose: to reflect God's love in our church,
community and world.

pastoral support roles
and responsibilities

Tabernacle's purpose is to reflect God's love in our church, community and world. The aim of the following Pastoral Support roles is to fulfil part of that purpose by reflecting God's love in our church.

This support scheme is part of the wider ministry of the church and as such comes under the guidance of the Ministry Hub, which is led by one of the elders and under the authority of the Leadership Council.

At present, there are five areas of ministry provided by the team to support the church family by reflecting God's love through fellowship and encouragement. These five areas are: Visiting, Meals Support, Home Communion, Written Support, Safeguarding. These five areas all fall within the responsibility of the Ministry Hub Elder.

The roles and their responsibilities that deliver these areas of ministry are as follows:

1. Visiting

1.1 Tabs Visitors Team

1.1.1 Deacon

Role

To ensure that there is a team of visitors who provide fellowship to those who are within one, or a combination of, the following categories: ie those who:

- * are not able to go to church due to age, illness or disability
- * are not able to be involved in small groups
- * are not able to attend the church regularly

Responsibilities

- * To recruit suitable volunteers and arrange training
- * To support team members and arrange team meetings
- * To work with other team members to ensure that the ministry is sustainable and effective
- * To identify those in the fellowship who would benefit from having a visitor
- * To keep informed about changing situations and pass on relevant information to the Visitor Coordinator and Meals Coordinator.
- * To report on the work of the visitors team to the Ministry Hub and

ensure that the Hub reports to the Leadership Council and Church Meeting as is appropriate in order to inform the members of these groups about:

the needs of those who are visited

the support provided by the team

the impact of these needs on the work of the team and the wider church fellowship

any other issues or changes that should be communicated or that require approval.

1.1.2 Visitors Coordinator

Role

To ensure that those who have requested a visit are regularly visited.

Responsibilities

- * To match those who would like a Tabs visitor with suitable visitors
- * To assess each person's need for the frequency of visits that would be beneficial
- * To arrange temporary visitors for the times when a visitor is unable to visit their client
- * Keep informed about changing situations and pass on relevant information to the Meals Coordinator and Deacon.

1.1.3 Tabs Visitor

Role

To make regular visits to the person who has been assigned to them by the Visitors Coordinator.

Responsibilities

- * To pre-arrange visits at convenient times for the person to be visited
- * To bless, encourage and reflect God's love
- * To follow the Code of Conduct for the Visiting Scheme
- * To keep a brief dated record of visits in the notebook provided

1.2 Hospital Visitors

Role

To represent the church fellowship and give the reassurance of God's love to those who are sick.

Responsibilities

- * To visit members of the church family who are in hospital.
- * Liaise with other members of the pastoral team and keep informed about those who are in hospital to ensure that regular visits are made.

1.3 Practical Helper

Role

To provide practical help for those who may need occasional help with tasks such as cleaning.

Responsibilities

- * To liaise with the Deacon about appropriate offers of help and tasks

2. Meals Support

2.1 Meals Coordinator

Role

To ensure that there is a needs based service for the provision of meals for those who do not have sufficient family support to provide all meals needed for one week after returning home from hospital.

Responsibilities

- * To contact those who are going into hospital, or just returned from a time in hospital, to ask if there any gaps in the week that their family cannot help with providing meals.
- * To maintain and manage a list of volunteers who will provide meals
- * To arrange a rota of volunteers to provide meals on the days required
- * Keep informed about changing situations and pass on relevant information to the Visitor Coordinator and Deacon.

2.2 Meals for New Mums Coordinator

Role

To ensure that meals are provided for a week for families with a new-born baby.

Responsibilities

- * To contact new mums to discuss the most convenient week to provide meals
- * To maintain and manage a list of volunteers who will provide meals

- * To arrange a rota of volunteers to provide meals on the days required
- * Keep informed about changing situations and pass on relevant information and pastoral concerns to the Deacon.

3. Home Communion

3.1 Home Communion Visitor

Role

In liaison with the Pastor, to take communion to those who are housebound and have requested home communion.

Responsibilities

- * To share communion with the person they have been assigned to on the Home Communion Rota, whenever possible in a small group situation.
- * To serve communion during the week following the evening Communion Service

4. Written Support

4.1 Cards Coordinator

Role

To ensure that a client or visitor who is ill, or in hospital, is sent a card on behalf of the Tabs Visitors Team

Responsibilities

- * To check the list of names of those who are ill or in hospital in the Tabs Newsletter
- * To liaise with the Deacon to exchange information about who is in hospital

4.2 Letters of Condolence Coordinator

Role

To ensure that members of the church family receive a letter of condolence following the death of a loved one.

Responsibilities

- * To check the list of names in the Tabs newsletter of those who have been bereaved
- * To write letters of condolence to the bereaved

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