

Role Descriptions for Lay Ministry

A role description is required for all locally recognised lay ministry roles. It must be approved by the incumbent and PCC/s as part of the safer recruitment process. Most lay ministry roles are voluntary, but where they are to be paid, the role description is likely to be more detailed and referred to as a job description with an accompanying person specification.

Once appointed to a locally recognised lay ministry role, it is suggested that the role description be adapted to form the ministerial (or working) agreement for the post holder. The appointment and ministerial agreement should also be approved by the incumbent and PCC/s. Good practice suggests that authorisation should be for a set period of time with the possibility of re-authorisation at the end¹.

Role description template

This template provides the minimum requirements but should be adapted for local use.

Role Description	
The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.	
The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.	
Parish	
Role title	
Main purpose of the role	
Role description	<ul style="list-style-type: none"> • •
Supervision and oversight:	
<ul style="list-style-type: none"> • Responsible to • Frequency of meeting • Support to be provided • Working expenses payable 	
DBS requirements ²	
Training requirements (including safeguarding)	
Review and renewal of authorisation	

¹ A three year authorisation is advised as this is the frequency at which a new DBS check should be sought and safeguarding training should be refreshed. The safeguarding requirements should be completed before any authorisation is renewed.

² Most lay ministry roles will require an enhanced DBS, some may require checks against the barred lists depending on the level of contact with children and/or vulnerable adults. This should be completed through the Parish Disclosure Officer (PDO) but advice may also be sought from the Diocesan Safeguarding team.

Any other relevant information	
Date agreed by the incumbent and PCC	

Role title

In deciding on what to call the role it is important to take the local missional and ministry context into consideration. A generic title such as ‘Lay Minister’ or ‘Authorised Lay Minister’ may be more appropriate particularly where the role doesn’t fit neatly into one sphere of ministry, or the post holder (once appointed) also has other ministry roles in the parish (eg pastoral work, worship leading etc).

Role descriptions

Here are some example role descriptions which are provided to assist incumbents and PCCs in creating a role description which suits their missional and ministerial needs. They should be adapted as appropriate.

<p><i>Focus - Pastoral</i></p> <ul style="list-style-type: none"> • To offer pastoral care, including visiting to listen, prayer and support, especially to people on the fringes of the church. • To listen and to offer appropriate practical care. • To visit and pray with the sick when requested to do so. • To visit the sick in hospital or at home when asked by the parish priest. • To take home communion to the sick and/or housebound when required. • To act as an assistant to the Pastoral Minister in the oversight of Pastoral care, with particular responsibility for prayer ministry (OR SOMETHING ELSE). • To be a member of the Pastoral Care Team and attend relevant Diocesan training events. 	<p><i>Focus - Worship</i></p> <ul style="list-style-type: none"> • To lead/assist in leading the (NAME) service on a monthly basis. • To lead the church in intercessory prayer. • To encourage others to participate in worship by leading intercessions, reading scripture. • To give a talk / reflection at the (NAME) service on a rota basis. • To develop a preaching and teaching ministry. • To be a member of the Worship Ministry Team and attend relevant Diocesan training events.
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<p><i>Focus - Prayer and Wholeness</i></p> <ul style="list-style-type: none"> • To be a part of the Prayer / Healing Ministry Team and attend relevant Diocesan training events. • To offer the laying on of hands and prayer ministry in public worship. • To be responsible for updating the prayer requests for healing and wholeness. • To coordinate the rota for those involved in prayer ministry within appropriate services. 	<p><i>Focus - Community</i></p> <ul style="list-style-type: none"> • To be responsible for visiting and preparation of families asking for baptism for their children. • To lead/assist at the weekly parent and toddler group / café church / lunch club / community café. • To assist in providing hospitality at local community events as appropriate. • To be a member of the Parish Missional Learning Communities / Community Mission Team and attend relevant Diocesan training events.
<p><i>Miscellaneous</i></p> <ul style="list-style-type: none"> • To lead/co-lead a weekly home group. • To be a member of the Ministry Leadership Team and to take part regularly in prayer support with the team. • To provide reports on your area of ministry to the PCC on request. 	<p><i>Focus - Children, Youth and Families</i></p> <ul style="list-style-type: none"> • To lead/assist the (NAME OF ACTIVITY, eg Sunday Club, Youth club, Sunday school) on a weekly / monthly basis. • To be an advocate for the voice of children and young people as part of the parish leadership team. • To communicate the Gospel to children, young people and families in relevant and appropriate ways. • To support and encourage candidates for baptism and/or confirmation. • To lead/assist at Messy Church. • To be a member of the CYP Ministry Team and attend relevant Diocesan training events.

Further advice is available from the Diocesan House team as follows:

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| Lay Ministries Adviser | any matter relating to lay ministry |
| Safeguarding Team | any matter relating to safeguarding |

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