

# **Safe Church Policy Appendix: Community, Nursing Homes, Homes**

## **1 Community**

### **1.1 Outline**

- to support those in need in the community (in particular asylum seekers and recent migrants) by running classes and employment and benefits advice sessions; and
- to support and equip volunteers in helping with the above activities.
- to second a Community Development Manager from St. Thomas' school to support and resource the above.

### **1.2 Roles**

#### **1.2.1 Community Development Manager (as it applies to Vulnerable Adults)**

- To follow the Safeguarding Policy and Procedures of St. Thomas Primary School, Werneth.
- Where there is a concern around a congregation member of either St. Paul's or St. Thomas', the Safeguarding or Child Protection Representative should be informed (as appropriate).

## **2 Work in Nursing Homes**

### **2.1 Outline**

- To minister to the spiritual needs of those who live and work at:
  - **Park Hills Nursing Home** where many of the residents are unable to leave their rooms and meeting in communal spaces. Visits are made to residents in their rooms. Holy Communion and short prayer are offered.
  - **Tree Tops Nursing Home** where many residents are able to congregate in communal spaces. Services, usually Holy Communion, are held in communal space.
  - **Chamber Mount Nursing Home** where many residents are able to congregate in communal spaces. Services, usually Holy Communion, are held in communal space.

### **2.2 Roles**

#### **2.2.1 Pastoral Team Coordinator**

- To support the clergy-led services at Chamber Mount and Tree Tops Nursing Homes;

- In the absence of clergy, to be responsible for visiting residents in Chamber Mount, Tree Tops, and Park Hills Nursing Homes, on the pre-arranged days, sometimes with the pastoral team member.
- To conduct room visits to those who want to receive this ministry, primarily at Park Hills Nursing Home.
- To ensure that the door to the room where the visit is taking place is never closed.
- In the absence of clergy, and when a home has been visited, to enter in the Church Service Register the name of the home visited, the number of Communion administered, the number of adults visited, the date and the time.
- To make contact with a member of the staff on the way into the Nursing Home (a) to check that it is appropriate for the visit to go ahead; (b) to be advised if there are any issues to be aware of.
- To support the Pastoral Team Members in their roles, especially supporting them and accompanying them during an induction period.

### **2.2.2 Pastoral Team Member**

- To go with the clergy and / or Pastoral Team Leader in visiting residents at Chamber Mount, Tree Tops, and Park Hills Nursing Home.
- To conduct room visits, sometimes with the Pastoral Team Coordinator to those who want to receive this ministry, primarily at Park Hills Nursing Home.
- To ensure that the door to the room where the visit taking place is never closed.
- To undertake training, initially by visiting with the Pastoral Team Coordinator, during an induction period.

### **2.2.3 Home Communion Team Co-ordinator**

- To be responsible for visiting ex-congregation members in their homes, on the pre-arranged days, to offer home communion, with the Home Communion Team Member.
- When residents have been visited in the absence of clergy, to enter in to the Service Register the name of the person who received communion, or who was visited, the number of Communion administered, the date and the time.
- Where appropriate, ring in advance, to confirm the time of the visit.

### **2.2.4 Home Communion Team Member**

- To go with the clergy and / or the Pastoral Team Leader in taking Home Communion to the homes of church members who are unable to attend services.