



vennture
Family Pastors

Family Pastor Volunteer application Pack

Becoming a Family Pastor

Information and Process details for volunteer candidates

Herefordshire Vennture

Formerly Hereford City Mission founded by John Venn in 1856

www.vennture.org.uk | enquiries@vennture.org.uk | 0330 20 20 730

The Venn Legacy Centre, 45 Venns Lane, Hereford, HR1 1DT

Company limited by guarantee No 8803798 | Registered charity No 1156851 | Registered office as above

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Hereford City Mission was created in 1856 by John Venn, Vicar of St. Peter's, and his sister Emelia, to employ individuals to visit struggling families in their homes to support them and encourage their well-being. In May 2013, under the leadership of Robert Thomas, Hereford City Mission was born again as **Vennture** – a cross-denominational initiative by the county's churches to address social challenges emerging from an ebbing tide of publically funded health and welfare. While Vennture is a church-rooted enterprise, it benefits those of all faiths and none.

Vennture's values are derived from our founder John Venn. His values are timeless – Venn values of Responsibility, Family, Industry & Enterprise underpin all that we do. However messy it gets, we recognise and value family: we work to build supportive families committed to giving children the best, based on rock-solid Christian principles. We are inspired by the message, life and example of Jesus; this shapes and guides every aspect of our work. Our desire is to bring Worth, Hope, Love and Choice to all those we journey with.

Vennture's mission is to 'Love People Better'; its focus us on significant, substantive, sustainable initiatives that make a tangible difference in challenging social issues.

Other Vennture projects are:



Street Pastors – Have a good time, come home safe

Street Pastors engage with people on the streets to care for them, listen to them and help them. They work together with partners in the night-time economy to make communities safer.



Lean On Me – Care more, respond faster

Lean on me is a facility within which people are able to recover in a dedicated caring space. Emelia's Place is a specially equipped resource that has an assessment area, a recovery space, a supervised sleep-off room where people are regularly assessed and a café. It only opens to people referred to it for the special care it offers and provides valuable support to the Street Pastor teams.

1. The Role of a Family Pastor

A Family Pastor is expected to:

- Complete the **15 hours Family Pastors Training Course** including the assignments as part of the selection process. (Usually delivered as 6 x 2.5 hour sessions spread out over a period of 6 weeks)
- Adhere to the Vennture Family Pastors **policies and procedures** regarding health and safety, child safeguarding and Data Protection / confidentiality. Family Pastors will be required to sign a disclosure that they will comply with the specific Data Protection Policies and Procedures.
- Participate in **on-going training** / development as agreed by their Link Worker.
- Participate in **supervision and support meetings** with their Link Worker. (Family Pastor Link UP)
- When matched with a family, commit to **meeting them for 1 hour per week** for a minimum of 6 months in the family's home or other pre-arranged location. Volunteers are expected to remain with Vennture Family Pastors for a 9-12 months.
- Be **accountable** to the Programme Coordinator and the Link Worker.
- Disclose information relevant to the family's progress to the Link Worker. The family will have signed their consent for this to happen.
- Work with families to **identify goals** and to help the family help themselves to work towards these.
- Be a **positive role model** to everyone in the family.
- **Listen** to the family.
- **Encourage** the family.
- Be **polite**.
- Be **non-judgemental**.
- Not make personal judgements or impose your own view.
- Be **Considerate, Caring and Confidential**.

Please note

A Family Pastor is **NOT** expected to:

- Do Cooking, Cleaning, Ironing, Tidying Up, Shopping, etc
- Look after the children alone
- Do any DIY
- Transport any member of the family
- Attend meetings or appointments with any member of the family
- Be the "fountain of all knowledge"
- Command the family to do anything
- Be an "expert"
- Hold personal information about the family
- Signpost the family to services
- Meet with the family or individuals in the family outside of the agreed visits
- "Represent" the family
- Analyse the family

Remuneration: The post is voluntary but essential travel expenses will be covered in accordance with HMRC guidance.

2. Person Specification

ESSENTIAL	DESIRABLE
A commitment to the requirements of Vennture Family Pastors including identifying oneself with the Vennture Family Pastors' vision and motivations	Experience of having responsibility for a family
An ability to work without supervision including being accountable for your own safety by following clear procedures in what could possibly be a challenging environment	Experience of working with children, young people and families in a supportive capacity
Good communication and listening skills with a range of people	Driver with access to a car
An ability to objectively and accurately report what has been seen or heard	
An ability to understand the stresses in a family and not be overwhelmed by them and / or become judgemental about the family	
An ability to relate to, and form positive relationships with people of different ages in the family	
An ability to demonstrate empathy and understanding, whilst still maintaining a "professional" objectivity towards the family	
Maintaining confidentiality about the family in all situations and circumstances except where appropriately required to discuss the family with the Link Worker and Programme Coordinator and / or in exceptional circumstances, with a relevant agency practitioner	
A commitment to providing equality of opportunity to people regardless of their faith, gender, race, disability, marital status, social class, age or sexual preference	
A commitment to your own personal development	

3. Application Process

Before applying to become a Family Pastor all candidates should carefully consider the role and what would be expected of them as a volunteer and whether it is right for them to start this journey.

All Family Pastor applications will go through the following process:

- Vennture office receives a completed and signed **application form** with references for the applicant.
- The applicant will be invited to a **pre-training interview**.
- **References** will be taken up and **DBS** and **barred list check** will need to be carried out.
- The applicant is invited to take part in the Vennture Family Pastors **Training Course**, with the understanding that all sessions must be attended and any assignments completed. It should be understood that taking part in the training course does not automatically qualify the applicant to become a Family Pastor.
- A **post training interview** will be held with the applicant.
- If successful, the applicant will then be approved to be a Family Pastor and will wait to be **matched** with a family.

Family Pastor - Volunteer Application Form



(Confidential when completed)

1. Personal Details

Full Name _____

Previous name (if applicable) _____

Date of birth _____

Address _____

Post Code _____

Email Address _____

Telephone No. _____ Mobile No. _____

Emergency Contact (Name & relationship to you) _____

Emergency Contact Number _____

2. Motivation and Experience *(Please use additional sheets if necessary)*

Please summarise your motivation for wanting to volunteer as a Family Pastor.

Please tell us any skills and/or experience you have that you could bring to the role of a Family Pastor.

3. Employment, Education and Qualifications.

Please give details of all employment and education in chronological order.

From	To	Name & Address of Employer / School	Job Title & Key Responsibilities / Qualification	Reason for Leaving / Grade

7. Referee Details

Please give details of 2 people (church leader & personal) who would be willing to give you a reference. If you are not part of a church please give a professional referee.

Referee 1 (Church leader)		Referee 2 (Personal– Not a family member/ spouse)	
Name	_____	Name	_____
Role / Occupation	_____	Role / Occupation	_____
Address	_____ _____	Address	_____ _____
Telephone	_____	Telephone	_____
Email	_____	Email	_____
Relationship to you	_____	Relationship to you	_____

These referees will be contacted prior to interview

8. Legal Requirement

Under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer a position that involves regular contact with young people under the age of 18 years to anyone who has been convicted of certain offences, or who is included on the Protection of Children Act List /Department for Education and Skills List 99.

As this post may involve unsupervised contact with children, young people or vulnerable adults, all applicants must agree to a DBS and barred list check being carried out prior to confirmation of the position.

If the successful applicant is approved to take up the role of Family Pastor, they will be required to sign a Data Protection/Confidentiality Agreement to comply with Data Protection Act 1998.

9. Declaration

I have carefully considered my application and declare that the information given is to the best of my knowledge true and complete.

Should I be successful with my application, I agree to attend the Vennture Family Pastors Training Course planned in the near future.

I understand that taking part in the training course does not automatically qualify me to become a Family Pastor for Vennture Family Pastors. There will be a post training interview and should I be successful, I will agree to ongoing training as agreed by my Link Worker.

Signature of Applicant _____ Date _____

All personal data is held in line with the Data Protection Act 1998.

Please return this completed and signed application form in a sealed envelope marked "Private and Confidential" to: Family Pastors Team, Venn Legacy Centre, 45 Venns Lane, Hereford, HR1 1DT

10. Self-declaration form

Please fill in and return the self-declaration form on the next pages.

Self-declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope

To: Herefordshire Vennture

(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: Venn Legacy Centre, 45 Venns Lane, HR1 1DT, Hereford

Appointment applied for: Family Pastor

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)*?

Yes No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) If yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<https://www.gov.uk/government/publications/dbs-filtering-guidance>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or vulnerable adults. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.