

This role is subject to an enhanced DBS with a check against adult workforce. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Section.

Responsible to

Parish priest, parish safeguarding representative, bereavement team leader.

Role purpose

To support families within the parish who have experienced bereavement.

Main responsibilities

- 1) To assist the parish priest by visiting bereaved families before a funeral. To ensure that all those involved can be part of the preparation process and know how the funeral will proceed. To be able to answer any questions they may have.
- 2) During any visit a card of condolence from the parish may be presented to the bereaved.
- 3) A leaflet about the work of the team is to be provided including contact details and the offer of a vigil for the deceased person prior to the funeral.
- 4) A minimum of two members for each visit.
- 5) To attend the funeral Mass/service if necessary.
- 6) To be available for family members to assist with any related issue they may have.
- 7) To visit the family after the funeral at an agreed time, if appropriate and required.
- 8) To signpost the family to counselling services.
- 9) To meet regularly as a team, to review the work undertaken.
- 10) To assist in planning for memorial services and retreats.
- 11) To pass on any concerns to the parish priest or deacon.
- 12) To access regular training opportunities to keep you informed of developments in your role.

Note

The parish priest or deacon has overall responsibility for the funeral Mass/service. The team members are to assist the process through provision of basic advice and information in relation to funeral arrangements.

Person Specification

- a) The ability to relate and respect people of all ages and objectively help those who find themselves in a distressed and possibly vulnerable position as a result of bereavement.
- b) An ability to listen and sympathetically understand the feelings of the bereaved family, gained from an experience of bereavement and/or training. To maintain confidentiality at all times.
- c) A commitment to the essential teachings of the Catholic Church and the ethos of the parish.
- d) To be able to work as part of a team and accommodate any changes that may arise.
- e) A willingness to attend bereavement and safeguarding training to maintain current procedures and changes.