

**St. Theresa of Lisieux Catholic Church
Stansted Mountfitchet**



Role: Catechist

Nota Bene:

- *The Parish Priest will select catechists.*
- *The role of Parish Catechist is subject to Safer Recruitment processes including an enhanced DBS that includes checks against the child and adult workforce with barred list.*
- *A catechist may not commence their ministry until the volunteer has completed the DBS process; training as a catechist has been attended; safeguarding training has been completed.*
- *All volunteers responsible for a group must be over 18 years of age.*
- *Once these actions have been completed satisfactorily, the Parish Safeguarding Representative will inform the Parish Priest so that the volunteer may be formally appointed.*

Aim:

- To work with those responsible in the Parish for the preparation of candidates for the sacraments of First Holy Communion, Penance, Confirmation and RCIA.
- To offer religious education to children.

Responsible to: The Parish Priest.

Main Responsibilities:

- (a) To work with others in the planning of relevant parish programmes.
- (b) To participate in or lead meetings for young people and for parents of young candidates for the reception of sacraments or in the courses of religious education.
- (c) To maintain appropriate boundaries
- (d) To work closely with other catechists in the teaching of programmes for sacramental preparation or religious education.
- (e) To contribute to the catechists' evaluation meetings.
- (f) To provide a safe and supportive environment in which young people can freely share their experiences, opinions and questions.
- (g) To assist in planning and running relevant liturgies and/or retreats, 'away-days' or days of reflection for young candidates.
- (h) To work together to ensure that all catechist's work is conducted in accordance with the nationally agreed Safeguarding Procedures.
- (i) To monitor good practice and implement changes where necessary to enhance both the quality of the catechists and the safety of children.
- (j) To ensure that Safeguarding procedures are in place and adhered to.
- (k) To attend regular catechist training.
- (l) To attend regular Safeguarding Training.

Person Specification:

- (a) The ability to relate with ease to children, young adults and adults, and enjoy working with children and (young) adults.
- (b) To have a commitment to the essential teachings of the Roman Catholic Church, and the ethos of the parish of St. Theresa of Lisieux.
- (c) To have a commitment to the spiritual and moral development of the children and young adults with whom the catechist will work.
- (d) To be willing to undertake training and attend appropriate in-service training from time to time.
- (e) To readily work collaboratively within the Parish and to be part of Diocesan catechist's networks.
- (f) Meet regularly with the parish priest or other appointed person to discuss your ministry.
- (g) All volunteers responsible for a group must be over 18 years of age
- (i) To understand and follow all safeguarding guidance training received.
- (j) To attend and complete regular safeguarding training.
- (k) To attend and complete updated catechist training.

Protection of Children and Adults at Risk:

- (a) To familiarise themselves with National Safeguarding Policies.
(<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)
- (b) To immediately refer any concerns about a young person or adult to the Safeguarding Representative in the Parish and/or to the Safeguarding Office.
- (c) As a member and 'trusted' adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model Catholic good Catholic practices and Safeguarding principles.
- (d) To have completed the online Educare module(s) as directed by the Parish Safeguarding Representative.

If you are unsure of any of the above, speak to the Parish Safeguarding Representative immediately.

Mandatory Training Requirements:

Educare Modules- Safeguarding Children
Safeguarding Adults
Domestic Abuse: Children and Young People
Mental Health
On-line Safety

Parish Representative: Safeguarding as a catechist
Safeguarding as a 'trusted adult,'

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