

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



Role: Children's Liturgy Group Helper

Nota Bene:

- *The Parish Priest will appoint the Children's Liturgy Group Helpers.*
- *The role of Children's Liturgy Group Helper is subject to Safer Recruitment processes including an enhanced DBS that includes checks against the child and adult workforce with barred list.*
- *A Children's Liturgy Group Helper may not commence their ministry until the volunteer has completed the DBS process; training as a Children's Liturgy Group Helper 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.*

Responsible to: The Parish Priest.

Aim:

- To work with Pre-school and Primary School children to providing general assistance to the Children's Liturgy Group Leaders
- To support the preparing of an adapted Liturgy of the Word for the children and young people during Mass on Sundays and Major Feasts.
- To support other Liturgies if requested e.g. Children's Good Friday Liturgy; Children's Christmas Liturgy.

Purpose: Age Range is up to approximately 11 years of age (Year 6).

Main Responsibilities:

- (a)** To provide support to the Children's Liturgy Group Leaders.
- (b)** To work with the Children's Liturgy Leader in regular planning meetings.
- (c)** To support the development of the faith of young people in their care.
- (b)** To maintain appropriate boundaries.
- (c)** To always work with a Children's Liturgy Group Leader.
- (d)** To help provide a safe and supportive environment in which young people can freely share their experiences, opinions and questions.
- (e)** To arrange for the parents of the children, and the parish community to be informed of the aim and content of the liturgy group.
- (f)** To prepare the venue and to ensure the safety and wellbeing of the children and to conduct the Celebration of the Word with them. (do not engage in toileting or intimate care. The parents are present at Mass).
- (g)** Talk to the Children's Liturgy Group Leader immediately if there are any concerns (as appropriate)

- (j) To work with other helpers in a supportive and helpful manner.
- (k) To work together to ensure that all Children's Group Liturgy work is conducted in accordance with the nationally agreed Safeguarding Procedures.
- (l) To support the monitoring of good practice and help implement changes where necessary to enhance both the quality of the liturgy and the safety of children.
- (m) To ensure that Safeguarding procedures are in place and adhered to.
- (n) To attend regular Children's Liturgy Helper training.
- (p) To attend regular Safeguarding Training.

Person Specification:

- (a) To have a commitment to the teachings of the Catholic Church and the development of the parish community.
- (b) The ability to relate with respect and ease and to enjoy working with children.
- (c) To have experience in talking with young children and a willingness to attend Children's Liturgy Days.
- (d) To have a willingness to give time to the preparation of the sessions and the co-ordination of the group.
- (e) To have a commitment to the spiritual and moral development of the children and young adults with whom the Children's Liturgy Helper will work.
- (f) To be willing to undertake training and attend appropriate in-service training from time to time.
- (i) All volunteers responsible for a group must be over 18 years of age
- (j) To understand and follow all safeguarding guidance training received.
- (k) To attend and complete regular safeguarding training.
- (l) To attend and complete updated training for a Children's Liturgy Group Helper.

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**

**Parish Representative: Safeguarding as a Children's Liturgy Group Helper
Safeguarding as a 'trusted adult,'**