



# Diocese of Westminster

## SAFEGUARDING SERVICE

PARISH OF \_\_\_\_\_

**Role:** Children's Liturgy Group Worker for (age group)

**Responsible to:** (The Parish Priest or his Delegate)

**Aim:** To work with Pre-school and Primary School children to provide an adapted Liturgy of the Word for them during Mass on Sundays and Major Feasts.

### Main Responsibilities:

- (a) To work with others to form and inform a children's liturgy group with regular planning meetings.
- (b) To arrange for the parents of the children, and the parish community to be informed of the aim and content of the liturgy group.
- (c) To prepare the venue and to ensure the safety and wellbeing of the children and to conduct the Celebration of the Word with them.
- (d) To liaise with the Priest presiding at the Parish Liturgy and any other appropriate ministers.
- (e) To provide the necessary books and equipment with the support of the parish.
- (f) To work together to ensure that the Children's Liturgy is conducted in accordance with the nationally agreed Safeguarding Procedures.
- (g) To monitor good practice and implement changes where necessary to enhance both the quality of the liturgy and the safety of children.

### Person Specification:

- (a) The ability to relate with respect and ease to children and adults, and to enjoy working with children.
- (b) Commitment to the essential teachings of the Roman Catholic Church, and the ethos of the parish.
- (c) Experience in talking with young children and willingness to attend Children's Liturgy Days.
- (d) A willingness to give time to the preparation of the sessions and the co-ordination of the group.
- (e) All volunteers responsible for the group must be over 18 years of age.

### Protection of Children and Adults at Risk:

- (a) To familiarise themselves with National Safeguarding Policies.
- (b) To refer any concerns about a child to the Safeguarding Representative in the Parish.
- (c) To be willing to participate in basic child protection training.