



Diocese of Westminster

SAFEGUARDING SERVICE

PARISH OF _____

- Role:** Parish Music Leader for (type of music group/s)
- Responsible to:** The Parish Priest, his Delegate or Parish Liturgy Co-ordinator
- Aim:** To work with musicians and singers to provide Liturgical Music during Mass on Sundays and Major Feasts

Main Responsibilities:

- (a) To organise and direct regular rehearsals for singers and/or instrumentalists
- (b) To direct the music at Mass on Sundays and on other occasions such as Major Feasts, weddings etc. when required and available.
- (c) To work with the Parish Priest and/or Parish Liturgy group to plan the Liturgy and its music.
- (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 encourage and recruit parish musicians and be active in their training, development and general welfare.
- (g) To liaise with the Parish School where appropriate and also with the Children's Liturgy Group, and Sacramental Catechists groups to co-ordinate music and share in liturgical planning.
- (h) To co-operate with others to ensure that the work of music ministries in the parish is conducted in accordance with the nationally agreed Safeguarding Procedures.
- (i) To monitor good practice and implement changes as necessary to enhance both the quality of the liturgy and the safety of children in music ministries.

Person Specification:

- (a) An understanding of the purpose and forms of the Church's Liturgy and an openness to a diversity of Church music.
- (b) Commitment to the Liturgy of the Roman Catholic Church, and the ethos of the parish.
- (c) Commitment to working with others in exploring and planning Liturgy and a willingness to give time to this task of shared planning and preparation.
- (d) To enjoy sharing and making music.
- (e) All volunteers responsible for a music 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.