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| *Insert Parish logo here* |

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| Position title: | Children’s Liturgy Leader | Position reports to: | *Parish Priest* or *Children’s Liturgy Coordinator* |
| Positions reporting to this one: | Parent helpers | Other key relationships: | Parish Pastoral Associate, Children’s Liturgy Coordinator |
| Position Purpose: | The role of the Children’s Liturgy Leader is to lead children in a Liturgy of the Word that is age appropriate, communicated effectively, understandable and meaningful. | | |
| Qualifications and experience: | * Qualifications in childcare, early childhood education or primary teaching are desirable but not essential. * New volunteers receive training as appropriate and are partnered with more experienced volunteers. | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check if applicable. | | |

| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values * Commitment to ongoing personal faith formation * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy |

| Key Results Areas: | Key Duties: |
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| Children’s Liturgy of the Word | * Liaises with the Parish Office, Children’s Liturgy Coordinator and other Children’s Liturgy volunteers. * Prepares readings, songs, prayers or activities for the liturgy. * Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up. * Invites children to come forward and then leads them to the area where the children’s liturgy is held. * Leads the Children’s Liturgy of the Word * Leads children back to congregation in time for Liturgy of the Eucharist. * Tidies Children’s Liturgy area afterwards, making sure materials are in place for the next Children’s Liturgy. |
| Organisation | * Communicates with Children’s Liturgy Coordinator about roster. * Advises Children’s Liturgy Coordinator and organises replacement if they are unable to lead Children’s Liturgy when rostered. |
| Training | * If requested, assist in training new Children’s Liturgy volunteers. |

**Further reference:**

- *Leading the Liturgy of the Word with Children*, Melbourne: Archbishop’s Office for Evangelisation, 2013.