**Liturgy of the Word with Children (LWC) Volunteer Leader**

The Archdiocese of Wellington has adopted policies, procedures and guidelines for Safeguarding to ensure all church personnel, including volunteers maintain a safe and healthy ministry environment. Our commitment to these standards requires that we are confident about the safe conduct of all our employees and volunteers who work with children, young people and adults who may be vulnerable. Those who provide Liturgy of the Word with Children are required to attend Safeguarding Training.

***The Liturgy of the Word with Children Leader works in a team of at least two, leads children’s groups in the celebration of the Liturgy of the Word that is appropriate to their level of understanding.***

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| VOLUNTEER TITLE: | Liturgy of the Word with Children (LWC) Leader | |
| PARISH: |  | |
| VOLUNTEER NAME: |  | |
| VOLUNTEER TENURE: |  | |
| VOLUNTEER REPORTS TO: | PARISH PRIEST/ DELEGATED PERSON | |
| KEY TASKS AND RESPONSIBILITIES  Assigning all or some of these tasks is at the discretion of the Parish Priest | | |
| TASKS | | EXPECTATIONS |
| To provide a warm, welcoming, peace-filled spiritual experience of the Liturgy of the Word that is relevant, participatory and meaningful to children.  To celebrate the ritual and prayers of the Liturgy of the Word with children in a manner that is accessible to them. | | That the LWC leader will be prepared for the specific readings of the day (especially the Gospel) and that children are given opportunities for full, relevant and authentic participation in the Liturgy.  That, where possible, the Lectionary of Masses with Children is the source used for the scripture being proclaimed during LWC. |
| This role will comply with Wellington Diocesan:     * Safeguarding Policy 2018 * ADW Code of Conduct for Employees and Volunteers 2019 | | Volunteers will receive copies of the Wellington Diocese:   * Safeguarding Policy 2018 * ADW Code of Conduct for Employees and Volunteers 2019 |

CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS

Being clear as to the purpose of LWC and conveying this to parents and the parish community. Managing children’s behaviour appropriately and knowing when to pass difficult behaviour onto the parent of the child.

VERIFICATION / AUTHORISATION

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Position /Title) (Name)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO BE SIGNED BY THE ROLE HOLDER:

* I have read and I understand this task description.
* I have read and understand the Safeguarding Policy 2018.
* I have read, understand and have signed the Archdiocese of Wellington Code of Conduct for Employees and Volunteers 2019.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_