**Volunteer Leader for the Sacramental Programme**

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 serve as Volunteer Leader for the Sacramental Programme are required to attend Safeguarding Training.

***The Volunteer Leader for the Sacramental Programme will provide religious education, according to the authorised program, to those involved in the Sacramental Programme.***

|  |  |  |
| --- | --- | --- |
| VOLUNTEER TITLE: | Leader for the Sacramental Programme | |
| PARISH: |  | |
| VOLUNTEER NAME: |  | |
| VOLUNTEER TENURE: | Describe the number of likely days and /or hours per week or month | |
| 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 train and build relationships with those (parents and children) in the sacramental programme. * In carrying out the above role, follow the appropriate parish-based programme, adhering to the parish programme and not deviating to include personal beliefs/ideas. | | * Establish a warm and welcoming atmosphere for those involved in programme/activity. * The parish programme will be clearly and concisely followed; expectations of the parish in regard to the programme will be explained; and questions answered or followed up for later answer. |
| This role will comply with Wellington Archdiocese:   * Safeguarding Policy 2018 * Archdiocesan Code of Conduct for Employees and Volunteers 2019 | | Volunteers will receive copies of the Wellington Archdiocese:   * Safeguarding Policy 2018 * Archdiocesan Code of Conduct for Employees and Volunteers 2019 |

CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS

*Knowledge, understanding and application of the prescribed programme.*

*Engaging children/adults in the material being taught.*

*Managing behaviour of any children* being taught.

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 signed the ADW Code of Conduct Employees and Volunteers 2019

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

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