



## VOLUNTEER AGREEMENT & TASK DESCRIPTION

### LITURGY OF THE WORD WITH CHILDREN (LWC) LEADER

The Catholic Diocese of Auckland has implemented National Safeguarding standards for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (0-18 years).

VOLUNTEER TITLE:	LWC leader
PARISH:	
VOLUNTEER NAME:	
VOLUNTEER TENURE:	Days per week: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> No. of hours per week: _____
VOLUNTEER REPORTS TO:	PARISH PRIEST/PARISH SECRETARY/ PARISH PASTORAL COUNCIL/PARISH LITURGY COMMITTEE
<b>MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE</b>  Working in a team of at least two, lead children's groups in the celebration of the Liturgy of the Word that is appropriate to their level of understanding.	
<b>TASKS</b>	<b>EXPECTATIONS</b>
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 Liturgy of the Word, the ritual and prayers with the children in a manner that is accessible to them. The LWC is ritual centred	That the LWC leader will be prepared for the specific set of readings of the day and that children are given the 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.

<p>on the proclamation and breaking open of the scriptures.          The Children do what the rest of the community is doing at this point of the Mass. They listen to the scriptures proclaimed and applied to contemporary life and respond in various ways. It is an experience of prayer, of dialogue with God.</p>	<p>That the Principles for Celebrating Liturgy of the Word with Children is adhered to.          That the structure of the liturgy is: Listen, Respond, Pray, Return (to the Assembly).</p>
<p>This role will comply with the National Safeguarding Guidelines:</p> <ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• Code of Conduct for Employees &amp; Volunteers</li> <li>• Safeguarding Training</li> </ul>	<p>Volunteers will receive copies of:</p> <ul style="list-style-type: none"> <li>• Risk Assessment – LWC</li> <li>• National Safeguarding Policy</li> <li>• Code of Conduct for Employees &amp; Volunteers</li> </ul>
<p><b>CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS</b></p>	
<p>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.          Sourcing appropriate and sufficient resources to the LWC.</p>	
<p><b>TO BE SIGNED BY THE ROLE HOLDER:</b></p> <p>I have read and I understand this task description</p> <p>I have received copies of and had the following explained to me and I understand the expectations:</p> <p style="padding-left: 40px;"> <input type="checkbox"/> Risk Assessment         <span style="margin-left: 200px;"><input type="checkbox"/> Safeguarding Training</span> </p> <p style="padding-left: 40px;"> <input type="checkbox"/> Safeguarding Policy         </p> <p style="padding-left: 40px;"> <input type="checkbox"/> Code of Conduct for Employees &amp; Volunteers         </p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>	
<p><b>VERIFICATION / AUTHORISATION (completed by Parish)</b></p> <p>Approved by: _____ (Position / Title)                      _____ (Name)</p> <p>Date: _____</p> <p>Police Vetting:                      Date Returned:                      Result:</p> <p>NZ Police Vetting Report attached <input type="checkbox"/></p> <p>Safeguarding Training undertaken <input type="checkbox"/>                      Date: _____</p>	