

# St. Theresa of Lisieux Catholic Church

## Stansted Mountfitchet



### Role Description: Ministry - Parish Catechist.

#### **Nota Bene:**

- *The Parish Priest will select and appoint catechists.*
- *The role of the Parish Catechist is subject to Safer Recruitment processes including an enhanced DBS that includes checks against the child and adult workforce with barred list.*
- *A catechist may not commence their ministry until the volunteer has completed the DBS process; training as a catechist has been attended; safeguarding training has been completed.*
- *A minimum of two references must be obtained. Neither can be by the clergy in the Parish or a relative. One reference must be outside of the parish. One reference must be able to specifically refer to the job role description. All referees must be over the age of 18.*
- *All volunteers responsible for a group must be over 18 years of age.*
- *Once these actions have been completed satisfactorily, the Parish Safeguarding Representative will inform the Parish Priest so that the volunteer may be formally appointed.*

#### **Aim:**

- To work with those responsible in the Parish for the preparation of candidates for the sacraments of First Holy Communion, Penance, Confirmation and RCIA.
- To offer religious education to children.

**Responsible to:** The Parish Priest.

#### **Main Responsibilities:**

- (a) To work with others in the planning of relevant parish programmes.
- (b) To participate in or lead meetings for young people and for parents of young candidates for the reception of sacraments or in the courses of religious education.
- (c) To maintain appropriate boundaries
- (d) To work closely with other catechists in the teaching of programmes for sacramental preparation or religious education.
- (e) To contribute to the catechists' evaluation meetings.
- (f) To provide a safe and supportive environment in which young people can freely share their experiences, opinions and questions.
- (g) To assist in planning and running relevant liturgies and/or retreats, 'away-days' or days of reflection for young candidates.
- (h) To work together to ensure that all catechist's work is conducted in accordance with the nationally agreed Safeguarding Procedures.
- (i) To monitor good practice and implement changes where necessary to enhance both the quality of the catechists and the safety of children.
- (j) To meet regularly with the parish priest or other appointed person to discuss your ministry.
- (k) To always wear your parish ID when ministering and be prepared to show this.
- (l) To immediately refer any concerns about a young person or adult to the Safeguarding Representative in the Parish and/or to the Safeguarding Office. If you believe a person is in immediate danger of harm dial 999 and report it to the police. Let the Parish Safeguarding Representative know you have done this immediately and/or the Safeguarding Co-ordinator.

- (m) To ensure that Safeguarding procedures are in place and adhered to.
- (n) To promote, follow and support all Health and Safety guidance and conduct a visual risk assessment throughout the session.
- (o) To attend regular catechist training.
- (p) To attend regular Safeguarding Training and Health and Safety training.
- (q) To work within the parameters of GDPR.
- (r) To always wear your Parish ID when ministering and be prepared to show this when requested.

**Person Specification:**

- (a) To be over the age of 18 years.
- (b) The ability to relate with ease to children, young adults and adults, and enjoy working with children and (young) adults.
- (c) To have a commitment to the essential teachings of the Roman Catholic Church, and the ethos of the parish of St. Theresa of Lisieux.
- (d) To have a commitment to the spiritual and moral development of the children and young adults with whom the catechist will work.
- (e) To be willing to undertake training and attend appropriate in-service training from time to time.
- (f) To readily work collaboratively within the Parish and to be part of Diocesan catechist’s networks.
- (g) Meet regularly with the parish priest or other appointed person to discuss your ministry.
- (h) To model good safeguarding practices at all times both in church and without.
- (i) All volunteers responsible for a group must be over 18 years of age
- (j) To understand and follow all safeguarding guidance training received.
- (k) To attend and complete regular safeguarding training as a trusted adult in the Parish.
- (l) To attend and complete regular updated catechist training.

**Protection of Children and Adults at Risk:**

- (a) To familiarise themselves with National Safeguarding Policies.
- (b) (<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)
- (c) To immediately refer any concerns about a young person or adult to the Parish Safeguarding Representative and/or to the Diocesan Safeguarding Office. If you believe a person is in immediate danger of harm dial 999 and report it to the police. At the earliest opportunity advise the Parish Safeguarding Representative and/or the Diocesan Safeguarding Co-ordinator that you have made a referral.
- (d) As a member and ‘trusted’ adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model good Catholic practices and Safeguarding principles.
- (e) To have completed the online Educare module(s) as directed by the Parish Safeguarding Representative.

If you are unsure of any of the above, speak to the Parish Safeguarding Representative immediately.

**Safeguarding Do’s and Don’ts**

*Protecting others and protecting yourself*

<b>Do</b>	<b>Do not</b>
Report all concerns about the safety or wellbeing of an individual to : <i>Initially -</i> ✓ The Parish Safeguarding Representative <i>If unavailable -</i> ✓ The Diocesan Safeguarding Co-ordinator	Offer confidentiality (you have a duty to report all concerns for safety).

<ul style="list-style-type: none"> <li>✓ Statutory Agencies if required and you are unable to contact the Diocesan Safeguarding Team regarding serious concerns.</li> <li>✓ The Police (where there is an immediate risk of harm to an individual).</li> </ul>	
Ensure the immediate health, well-being and safety of the person – dial 999 if necessary.	Promise total confidentiality. Explain that the information the person has given you will be treated with great care and shared with specific professionals who need to know.
Listen, reassure. Do not put words into the person’s mouth.	Pass judgement or make promises about what will happen next.
Be calm and reassuring.	Interrogate the person or investigate disclosures. Your role is to seek clarification of details and report the information shared to the Diocesan Safeguarding Co-ordinator.
Take into account the person’s age and level of understanding. Their culture and use of language.	Be alone with the person or move them to an isolated position.
Be clear about what you are going to do next and when	Work in isolation. The Diocesan Safeguarding Team are there to support you.
Tell the person you will need to contact i.e. the Parish Safeguarding Representative or Diocesan Safeguarding Co-ordinator. Contact them as soon as possible.	Do not contact the person about whom the allegation or concerns are being raised to tell them about the information. You could be putting a child or vulnerable adult in serious danger.
Make careful notes including dates and times of the incident/disclosure and keep them securely.	Compromise your own safety or integrity.

If you are unsure of any of the above, speak to the Parish Safeguarding Representative as the earliest opportunity.

**Mandatory Training Requirements:**

**CSSA:** **Level 3 Safeguarding for volunteers in the Catholic Church – DBS with barred list:** <https://training.catholicsafeguarding.org.uk/> This short training course is to be completed prior to appointment.

**Parish Representative:** **Safeguarding as a catechist  
Safeguarding as a ‘trusted adult,’  
Concerns and Disclosures  
General Safeguarding**

If you would like to find out more about other aspects of Safeguarding, EDUCARE offers other modules. When you have completed any training, please inform the Parish Safeguarding Representative and send them a certificate of completion – email or hard copy – for your training record.

**Helpful websites to support your role:**

<https://catholicsafeguarding.org.uk/>

<https://www.dioceseofbrentwood.net/departments/safeguarding/>

<https://www.sttheresastansted.org/about-us/safeguarding/>

<https://www.educare.co.uk/ppc/safeguarding-training>

<https://learning.nspcc.org.uk/safeguarding-child-protection/>

**Self Audit:**

Question	Tick
Have I read and understood the role sheet description for my ministry?	
Do I meet all requirements of the Person Specification?	
Am I confident that I can undertake the main responsibilities of my role?	
Have I completed all required safeguarding training?	
Do I attend regular role training?	
Do I attend regular Safeguarding training?	
Do I feel confident in how I should conduct myself both when serving and when around others?	
Do I feel confident in my response if a disclosure is made to me?	
Do I have my ID?	
Do I have the Parish Safeguarding Representative and Diocesan Safeguarding Co-ordinator contacts to hand?	
Are there any questions you would like to ask the PSR? Please list:	