



VOLUNTEER AGREEMENT & TASK DESCRIPTION

SACRAMENTAL COORDINATOR

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:	Sacramental Coordinator
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
MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE This role, under the guidance and direction of the Parish Priest, works to implement the Diocesan Sacramental Program in the parish by leading the sacramental preparation team which works with children and their families preparing to celebrate the Sacraments of Initiation.	
TASKS	EXPECTATIONS
Prepare the team with appropriate training and materials for the particular Sacrament being celebrated. Advertise the program of Sacramental Preparation throughout the parish and its school. Provide Sacramental preparation at times that most suit those who are accessing the preparation. Ensure arrangements for the celebration of the Sacrament have been made well in advance.	Ensure that volunteers have been appropriately recruited and screened for this role in accordance with National Safeguarding policy and the role description. Establish a warm and welcoming atmosphere for these volunteers, instilling confidence in their tasks. Ensure that the team understands clearly what is to be taught and that the necessary materials are made available to them.

<p>Book the Bishop for the celebration. Book and advertise Mass times and advertise to the community and the participants. Convey necessary information to the liturgy committee and musicians. Work in conjunction with the administrative support staff to ensure that necessary requirements are met including booklets, certificates, medals candles, gifts.</p>	<p>Ensure that communication strategies and tools will reflect the pastoral characteristic of the parish with accurate and accessible contact details. Ensure that the preparation program will be responsive to community needs based upon review of and feedback from previous preparation programs. Ensure that these tasks and other necessary for the smooth running of this celebration are completed well in advance of the date.</p>	
<p>This role will comply with the National Safeguarding Guidelines:</p> <ul style="list-style-type: none"> • Safeguarding Policy • Code of Conduct for Employees & Volunteers • Safeguarding Training 	<p>Volunteers will receive copies of:</p> <ul style="list-style-type: none"> • Risk Assessment – Sacramental Coordinator • National Safeguarding Policy • Code of Conduct for Employees & Volunteers 	
<p>CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS</p>		
<p>Being clear as to the parish expectations of those seeking the sacraments and be able to compassionately convey these. Managing any confrontation with a parent or child who disagrees with the material being taught.</p>		
<p>TO BE SIGNED BY THE ROLE HOLDER:</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>		
<input type="checkbox"/> Risk Assessment	<input type="checkbox"/> Safeguarding Training	
<input type="checkbox"/> Safeguarding Policy		
<input type="checkbox"/> Code of Conduct for Employees & Volunteers		
<p>Name: _____</p>		
<p>Signature: _____</p>	<p>Date: _____</p>	
<p>VERIFICATION / AUTHORISATION (completed by Parish)</p>		
<p>Approved by: _____ (Position / Title)</p>	<p>_____ (Name)</p>	
<p>Date: _____</p>		
<p>Police Vetting:</p>	<p>Date Returned:</p>	<p>Result:</p>
<p>NZ Police Vetting Report attached <input type="checkbox"/></p>		
<p>Safeguarding Training undertaken <input type="checkbox"/></p>	<p>Date: _____</p>	