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| *Insert Parish logo here* |

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| Position title: | Children’s Liturgy Leader | Position reports to: | *Parish Priest* or *Children’s Liturgy Coordinator* |
| Positions reporting to this one: | Parent helpers | Other key relationships: | Parish Pastoral Associate, Children’s Liturgy Coordinator |
| Position Purpose: | The role of the Children’s Liturgy Leader is to lead children in a Liturgy of the Word that is age appropriate, communicated effectively, understandable and meaningful. |
| Qualifications and experience: | * Qualifications in childcare, early childhood education or primary teaching are desirable but not essential.
* New volunteers receive training as appropriate and are partnered with more experienced volunteers.
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| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis.
* Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years.
* Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules.
* Other training as directed.
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| Conditions: | * This is a volunteer role.
* Expected commitment is ……. hours a week/month.
* Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration.
* Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check.
* Must apply for a Police Check or provide a recent Police Check if applicable.
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| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people
* Motivated to work within the Catholic Church environment and a strong commitment to its values
* Commitment to ongoing personal faith formation
* Honesty and integrity
* Reliability
* Responsibility
* Willingness to work collaboratively as part of a team
* Planned and organised
* Willingness to participate in learning opportunities e.g. induction, training and development
* Able to communicate effectively and respectfully with others
* Flexible and adaptable
* Respect confidentiality and privacy
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| Key Results Areas: | Key Duties:  |
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| Children’s Liturgy of the Word | * Liaises with the Parish Office, Children’s Liturgy Coordinator and other Children’s Liturgy volunteers.
* Prepares readings, songs, prayers or activities for the liturgy.
* Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up.
* Invites children to come forward and then leads them to the area where the children’s liturgy is held.
* Leads the Children’s Liturgy of the Word
* Leads children back to congregation in time for Liturgy of the Eucharist.
* Tidies Children’s Liturgy area afterwards, making sure materials are in place for the next Children’s Liturgy.
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| Organisation | * Communicates with Children’s Liturgy Coordinator about roster.
* Advises Children’s Liturgy Coordinator and organises replacement if they are unable to lead Children’s Liturgy when rostered.
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| Training | * If requested, assist in training new Children’s Liturgy volunteers.
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**Further reference:**

- *Leading the Liturgy of the Word with Children*, Melbourne: Archbishop’s Office for Evangelisation, 2013.