



Role Description

Position title:	Children's Liturgy Leader	Position reports to:	<i>Parish Priest or Children's Liturgy Coordinator</i>
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:	<ul style="list-style-type: none"> • 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. 		
Training:	<ul style="list-style-type: none"> • 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. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. • Expected commitment is 1-2 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. 		

Skills and attributes:

- 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

Skills and attributes:

- 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

Key Results Areas:	Key Duties:
Children's Liturgy of the Word	<ul style="list-style-type: none">• 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.
Organisation	<ul style="list-style-type: none">• 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.
Training	<ul style="list-style-type: none">• If requested, assist in training new Children's Liturgy volunteers.

Further reference:

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