

# Parish/Ministry Activity Plan

**Parish/Ministry/Community** (Name/Title)

St Maree's Parish

**Activity Description** (What is the name/title of the activity?)

Sacramental Program

**Purpose** (Why is the activity being undertaken?)

Preparing children and supporting parents in fulfilling their prime responsibility for the faith formation of their children for the Penance, Holy Communion and Confirmation.

**Activity Coordinator/Manager**

(Who is the person with overall responsibility for conducting the activity? Provide the name and role/position.)

Father James Magnus

**Activities** (Describe all of the activities that will be undertaken or services that will be delivered.)

Preparation for the Sacraments of Reconciliation, First Holy Communion and Confirmation in group settings

**Activity Participants/Attendees** (Provide an approximate if not confirmed)

No. of Children (1 to 12 years of age):	30-50
No. of Young People (13 to 17 years of age):	Click or tap here to enter text.
No. of Adults-at-Risk:	Click or tap here to enter text.
No. of Adults:	Click or tap here to enter text.
Total:	30-50

**Participants/Attendee Registration**

(What are the registration requirements for participants/attendees to join the activity? How do participants/attendees register? Are 'walk-ins' allowed? Consider safeguarding and information privacy issues.)

The Parish will advertise an introductory meeting for parents/carers to be provided with information and to enrol in journey of faith with their children.

**Workers**

(List the names and role/position of all workers involved in running the activity or delivering the service including clergy, religious, employees and volunteers.)

Father James Magnus – Parish Priest  
Bianca Coleman – Sacramental Coordinator  
Wendy Bowman  
Jacinta Andrews

**Worker Screening/Accreditation**

(What are the screening or other accreditation requirements necessary workers to be involved in the activity?)

- ☒ Registered with the Archdiocese (Religious, seminarians, religious trainees, volunteers)
- ☒ Current Working with Children Blue Card (Religious representatives e.g. clergy, religious, seminarians, religious trainees, chaplains + employees & volunteers working with children more than 7 days in a calendar year – No Card No Start!)
- ☒ Current police/criminal history check (i.e. not more than 3 years old)
- ☒ Faculties to minister within the Archdiocese (Clergy only – contact the Episcopal Office)
- ☒ Signed/confirmed Safe Conduct Standards (Clergy, religious, seminarians, religious trainees, employees, volunteers)
- ☒ Signed/confirmed Prior Conduct Declaration (Clergy, religious, seminarians, religious trainees, employees, volunteers)
- ☒ Completed Archdiocesan Safeguarding Induction (Clergy, religious, seminarians, religious trainees, employees, volunteers)
- ☐ Other:

Click or tap here to enter text.

**Supervision**

(How will workers and participants/attendees be supervised? Consider appropriate ratios of supervisors to participant/attendees; and the age, gender and heightened needs of participant/attendees. 1 adult to 5 children under 13 years and 1 adult to 10 young people 13-17 years is recommended. NOTE – children/young people should not supervise unless they are properly monitored.)

Children will be supervised by their parents under the guidance of the Parish Priest and the Sacramental Coordinators.

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## Facilities/Venues/Locations

(What facilities, venues or locations will be used for the activity, including private locations, confessionals, kitchens, carparks, accommodation, bathing areas, toilets etc.? Consider the potential for 1:1 or private interactions and related safeguarding issues.)

All sessions are conducted in an open-plan meeting room with parents/cares and children attending together.

## Security

(What security measures are in place at the facilities, venues or locations used for the activity? Consider high-risk spaces such as private accommodation, car parks, pools and spaces that are isolated, out of view, closed off, poorly lit or poorly monitored.)

The program will be run in the above location only and children will be in the company of their parent/carer. The venue is well lit.

## Equipment/Resources

(What equipment and resources are necessary to deliver the activity, including safety and first aid equipment?)

Pens, pencils, textas, worksheets, workbooks.

## Communication

(How will communications with participants/attendees take place before, during and after the activity? Consider safeguarding and information privacy issues, including online or by online/electronic devices.)

Regular communication will be conducted via secure group emails prior to the commencement of and during the program. No participant has access to anyone else's personal details.

## Photography/Video

(What arrangements are in place for taking and using photographs and videos of participants/attendees, including live streaming? Consider safeguarding and privacy issues.)

No photography of these sessions as they are private according to Canon Law. There will be no live streaming.

## Transportation

(What arrangements are in place for transporting participants/attendees? Consider safeguarding and safety issues such as drop-off and pick-up arrangements, supervision, routes, driving behaviour, vehicle safety.)

Transportation will be the responsibility of the children's parents/carers for the duration of the program. Adequate carparking is available.

## Alcohol/Drugs

(What arrangements are in place to control access to and the supply of alcohol and drugs? Consider safeguarding, licencing and responsible service issues.)

No alcohol or drugs are permitted onsite.

## First Aid

(What first aid equipment is available, where can it be found and who will administer first aid?)

A First Aid kit is readily available and the children's parent/carer will make a decision as to the need for further care.

## Work Health & Safety Assessment

☐ Attached    ☒ Not required

## Incident/Emergency Contacts

Emergency Services: Dial Triple Zero '000'

Policelink (non-emergency): 131 444

Child Safety Services:

- Brisbane Intake 1300 682 254
- South East Intake 1300 679 849
- After Hours Service Centre 1800 177 135

Elder Abuse Helpline: 1300 651 192

Lifeline: 13 11 14

STOPline Ph: 1300 304 550 Em: [AOB@stopline.com.au](mailto:AOB@stopline.com.au) Online: [www.bnecatholic.stoplinereport.com](http://www.bnecatholic.stoplinereport.com)

## Parish/Ministry Activity Plan

Safeguarding Office: Ph: 07 33243752 Em: [safeguarding@bne.catholic.net.au](mailto:safeguarding@bne.catholic.net.au)

Coordinator/Manager Ph: 04xx 737 787 Em: [colemanb@sacramental.com](mailto:colemanb@sacramental.com)

Local Safeguarding Rep Ph: 04xx 515 985 Em: [lsl.stmaree@bne.catholic.net.au](mailto:lsl.stmaree@bne.catholic.net.au)

Other:

Click or tap here to enter text.

**Review date** (Plans must be reviewed where significant changes are made to the activity or service and at least annually.)

01/01/2022

**Prepared by:**

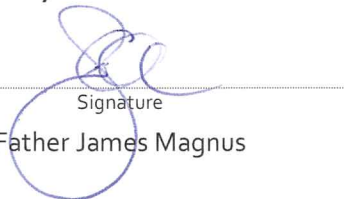
  
Signature

Bianca Coleman

Sacramental Coordinator

Role/Position

**Approved by:**

  
Signature

Father James Magnus

Parish Priest

Role/Position