

Parish/Ministry Activity Plan

Parish/Ministry/Community (Name/Title)

St Maree's Parish

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

Children's Liturgy of the Word

Purpose (Why is the activity being undertaken?)

To provide an opportunity for children to celebrate a separate Liturgy of the Word that is more appropriate to their level of understanding.

Activity Coordinator/Manager

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

Stacey Cook – Children's Liturgy Leader

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

Led by a Children's Liturgy Leader, the children will leave the congregation and gather as a group to celebrate a separate Liturgy of the Word.

The children will be led in a liturgy focused on the Gospel which may include storytelling, reading, questions and answers, and other activities which support children in understanding and praying with the gospel.

The Liturgy will take approximately 20 minutes after which the children will return to the congregation and their parent/guardian before the end of the mass.

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

No. of Children (1 to 12 years of age):	15-20
No. of Young People (13 to 17 years of age):	Nil
No. of Adults-at-Risk:	Nil
No. of Adults:	Nil
Total:	15-20

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.)

There is no requirement for children to register in advance for Children's Liturgy. The children will participate on an ad hoc basis at Sunday mass with the consent of their parent/guardian in attendance at the mass.

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.)

Stacey Cook

David Ireland

Tabitha Scott

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: Children's Liturgy training/accreditation

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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 10 children under 13 years and 1 adult to 15 young people 13-17 years is recommended. NOTE – children/young people should not supervise unless they are properly monitored.)

Children will be supervised for the duration of the Liturgy.

A minimum of two adults will be required to supervise where there is up to 20 children participating in the Liturgy. This may include one or more parents/guardians where their child is also participating in the Liturgy.

There will be a minimum of two adults, who are not related, supervising at all times during the Liturgy.

Supervising adults will not be involved in the toileting or personal care of any child, unless they are the parent/guardian of the child.

Where a child needs toileting or personal care, the child's parent/guardian will be asked to assist.

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.)

Children's Liturgy will be held on site in [name of location] only.

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 [name of location] is a closed room with one entrance. The door will be closed during the Liturgy. Children will not be allowed to leave [name of location] unless in need of toileting or personal care in which case the child will be escorted back to their parent/guardian.

Equipment/Resources

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

Cross
Battery operated candle/s
Children's Lectionary
Liturgical cloths
Coloured pencils
Erasers
etc

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.)

An announcement about Children's Liturgy will be made at the beginning of the mass and during the mass.

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.)

There will be no unauthorised photographs or videos (including live-streaming) of the Liturgy and/or any of the children participating in the Liturgy.

Prior written consent must be obtained from parents/guardians to photograph or video (including live-stream) any child participating in the Liturgy. The consent must include the use/sharing of the images where applicable.

Prior to the Liturgy, an announcement will also be made to parents/guardians that photographs or videos (including live-streaming) will be taken during the Liturgy.

Parents/guardians may request that their child/ren not be photographed or videoed and every effort should be made to accommodate that request without impinging on the right of the child/ren to participate in the Liturgy.

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.)

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Not Applicable

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.)

Not Applicable. Children are not to be supplied with alcohol including the Sacramental wine during the activity.

First Aid

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

A First Aid kit is kept in the Parish Office adjacent to the church. Where a child is injured during the Liturgy, the child's parent/guardian will be notified immediately and the First Aid kit will be retrieved from the Parish Office to treat the child at the church. The parent/guardian should be asked to treat the child wherever possible. A report will be submitted by the parish where required under the Archdiocesan Work, Health & Safety policy/procedure.

Work Health & Safety Assessment

☐ Attached ☒ Not required

Incident/Emergency Contacts

Parish Priest/Administrator Ph: 04xx 345 359 Em: ...@bne.catholic.net.au

Parish Manager Ph: xxxx xxx xxx Em: ...@bne.catholic.net.au

Local Safeguarding Rep Ph: xxxx xxx xxx Em: lsr.stmaree@bne.catholic.net.au

Safeguarding Office Ph: 07 33243752 Em: safeguarding@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.)

01/01/2024

Prepared by:


Signature

Stacey Cook

Children's Liturgy Leader
Role/Position

Approved by:


Signature

Father James Magnus

Parish Priest
Role/Position