

Parish/Ministry Activity Plan

Parish/Ministry/Community (Name/Title)

St Maree's Parish

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

Altar Serving and Training

Purpose (Why is the activity being undertaken?)

Preparing children who have received the sacraments of First Communion and Confirmation to participate in the Liturgy through serving at the altar.

Activity Coordinator/Manager

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

Stephanie Robertson

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

Initial training session and 'on-the-job' guidance at the altar.

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.)

No registration is required.

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
Judy Brown – Altar Server Trainer
Rebecca Johnson – Altar Server Trainer

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 Altar Server Trainers.

Facilities/Venues/Locations



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(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. On-going training occurs during the Mass.

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 initial training will be conducted 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?)

Candles, a cross and Missal may need be carried or held by Altar Servers at the beginning of, during and at the conclusion of the Mass.

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.)

Children will be rostered for Altar Serving and the roster available in hard copy and electronically via email to the parents/carers.

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 unauthorised photography or videoing will be permitted. Live streamed Masses are to be conducted in a manner where child Altar Servers are not easily identifiable (i.e. no close-up shots).

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 to training sessions and Masses.

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.)

As altar Servers must have received the Sacrament of Holy Communion they will be permitted to receive the Blood of Christ.

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

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STOpline Ph: 1300 304 550 Em: AOB@stopline.com.au Online: www.bnecatholic.stoplinereport.com

Safeguarding Office Ph: 07 33243752 Em: safeguarding@bne.catholic.net.au

Coordinator/Manager Ph: 04xx 133 369 Em: judyb@mail.com

Local Safeguarding Rep Ph: 04xx 286 620 Em: lrs.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.)

01/01/2024

Prepared by:



Signature

Judy Brown

Altar Server Trainer

Role/Position

Approved by:



Signature

Father James Magnus

Parish Priest

Role/Position