



SAFE CHURCH
SAFEGUARDING

Parish / Entity: (Enter name here)

Volunteer Role Description

EXTRAORDINARY MINISTER OF HOLY COMMUNION TO THE SICK IN PRIVATE HOMES / RESIDENTIAL FACILITIES / REST HOMES

The Catholic Diocese of Christchurch adheres to the Church National Safeguarding Guidelines. These include guidelines for volunteers in Church ministries to maintain a safe and healthy ministry environment. Our commitment to these guidelines requires that we have safe recruitment practices including conducting background reference checks (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (those aged up to 18 years) and vulnerable adults. The role of an Extraordinary Minister of Holy Communion to the Sick in our Diocese is a police vetted role. This role will commence on completion of the police vetting process, which can take up to 6 weeks.

MINISTRY TITLE: **Extraordinary Minister of Holy Communion to the Sick**

MAIN PURPOSE & OBJECTIVE OF MINISTRY ROLE:

To celebrate Holy Communion of the Sick with parishioners who are unable to attend regular liturgy. This ministry provides the sick or homebound in their private homes or in a residential facility i.e. retirement village, with a sense of community and belonging whilst they are ill or infirm.

TASKS

- Prepare all necessary items such as: appropriate Communion of the Sick Service book or leaflet and pyx prior to visit.
- To take utmost care of the Blessed Sacrament from the church to those being ministered to and back to the church (if necessary). The pyx is to always remain physically on the person.
- Contact parishioner to arrange a convenient time and date to visit or arrange the visit at an agreed time with the appropriate person.
- Prayerfully prepare for a meaningful visit.
- Ensure the parishioner is/are prepared and ready to receive Holy Communion and pay particular attention to any special needs.
- Follow the Ritual text.
- Ensure all is well with parishioner before departing.

DIOCESAN SAFEGUARDING OFFICER

Clodagh Ward: cward@cdoc.nz

Phone: 022 012 4142

Web: cdocsafeguarding.nz

January 2023



SAFE CHURCH
SAFEGUARDING

Parish / Entity: (Enter name here)

Volunteer Role Description

EXPECTATION OF ROLE

- Undertake formation prior to beginning this ministry and attend ongoing formation including how to operate this ministry.
- Undertake safeguarding training by way of workshops or online training related to this ministry.
- Observe confidentiality with private matters of those who are visited.
- Bring to the attention of the Parish Priest or person who co-ordinates the ministry any matters related to changes in health and / or spiritual needs of the parishioner whilst ensuring the privacy of the person is respected.
- Attend regular meetings as agreed with your parish leader, who will support you in your role. Communication and engagement in this role for all parties enhances this special ministry.
- Regularly engage, communicate with, and give feedback to the Pastoral Coordinator or Leader of Sacramental programme.
- Have the necessary transportation to carry out this ministry.
- Adhere to the two-person practise of ministering.
- Bring to the attention any safeguarding concerns to the person you report to.
- Check with the person themselves, their family, or the priest to identify and be aware of any specific requirements e.g., gluten free, difficulty with swallowing, difficulty communicating etc.
- Seek advice on any matters related to this ministry if you are unsure.

VOLUNTEER SAFEGUARDING AGREEMENT

Our parish / community is committed to safeguarding and protecting all children, young persons and adults who may be vulnerable, as well as all volunteers in Church roles.

This role will comply with the National Safeguarding Guidelines and Safeguarding Policy:

- Police Vetting Process completed prior to commencing ministry
- Code of Conduct for Employees & Volunteers - Signed by Volunteer
- Volunteer Agreement - Signed by Volunteer
- Safeguarding Training Workshops and relevant online training if appropriate

DIOCESAN SAFEGUARDING OFFICER

Clodagh Ward: cward@cdoc.nz

Phone: 022 012 4142

Web: cdocsafeguarding.nz

January 2023

CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS *in the Catholic Church in Aotearoa New Zealand*

The skills and expertise that employees and volunteers bring to their role is vital to the life of the Church and is very much appreciated. All those who undertake work for the Church, whether paid or unpaid, are representing the Church and there are expectations for the way they perform their role.

This Code of Conduct for Employees and Volunteers sets out these expectations of behaviour. All employees and volunteers are asked to read and sign this Code of Conduct to acknowledge that they understand and accept these standards of conduct.

As a Church Employee or Volunteer I agree that:

- I will be honest and trustworthy.
- I will fulfil my role as set out in my role or job description.
- I will seek support if asked to do something beyond my experience, qualifications or comfort-zone.
- I will comply with all policies and procedures provided to me during my work.
- I will treat everyone with respect and courtesy.
- I am personally accountable for my decisions and actions in helping to create a safe and supportive environment within my Church community.
- I will avoid any activities that could bring the Church or my Church community into disrepute.
- I will ensure my actions are not affected by my personal interests or relationships.
- I will follow safeguarding procedures when I am with a child or group of children or providing ministry or service to any adult.
- I will respect the rights of people to privacy and confidentiality and confidential information will only be shared with others with the informed consent of the person, unless there is clear danger to them or to others.
- I will take all allegations of harm or abuse seriously and will follow our reporting procedures. I understand that I also have the right to report any concern or allegation of abuse or harm directly to the Police or Oranga Tamariki (Ministry for Children).
- I will honour the principles of Te Tiriti o Waitangi in my work. I will be respectful of other people's cultures.
- If my behaviour or conduct is found to be in breach of this Code of Conduct, I understand that consequences may include a requirement to apologise, training, a performance improvement strategy, warnings or dismissal.

If I do not understand any aspect of this Code of Conduct, I will speak to my manager, supervisor, or ministry leader.

Signed as an acknowledgement that this Code of Conduct has been received by me, I have had an opportunity to read it and ask questions about it, and that I agree to be bound by its terms:

Name:

Signature: Date:.....