**MASS WELCOME & GREETING**

The Catholic Diocese of Christchurch adheres to the Church National Safeguarding Guidelines. These include best practice regarding inductions, training, and formation for all parish related roles for volunteers in Church ministries to maintain a safe and healthy ministry environment.

Our parish is committed to providing a warm and friendly welcome for all people when they arrive to Mass. The desired outcome is to be a welcoming faith community and a place where people feel supported and nurtured.

**MINISTRY TITLE: Greeting and Welcoming all to Mass**

**TASKS**

* Welcome those arriving for Mass.
* To host people in the main entrance 20 minutes prior to the starting time of Mass, meet and great parishioners.
* Keep a special eye out for visitors, maybe introduce yourself in addition to welcoming them to the parish.
* Know where the “new to the parish” forms to fill in are and direct people to them.
* If appropriate direct people to the parish welcome pack, baptismal registration forms etc.
* If appropriate inform families with children, if there is a Liturgy for Children on and invite them to attend. Perhaps a 1 page “Welcome to Liturgy with Children” could be handed out.
* Help those who are struggling to find a seat.
* Hand out parish newsletters or other hardcopy items as required.
* After Mass: Remain in porch and interact with people as they come out. Handout parish bulletin and other notices.
* Advise people on the way in and out If morning tea is available, and invite people to stay and enjoy.

**EXPECTATIONS OF ROLE**

* Undertake training and formation prior to beginning this ministry.
* Undertake safeguarding training by attending a parish safeguarding workshop.
* Bring to the attention of the Parish Priest or person who co-ordinates the ministry any matters you have concerns around related to the ministry. Communication and engagement in this role for all parties enhances this special ministry.

**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:**

* Code of Conduct for Employees & Volunteers - Signed by Volunteer
* Volunteer Agreement - Signed by Volunteer
* Safeguarding Training Workshops and relevant online training if appropriate