

## GUIDANCE 11

### CHILDREN'S LITURGY MINISTRY GUIDELINES

1. Franciscan friars involved and/or lay personnel must meet to plan for the children's liturgy and must agree roles and responsibilities.
2. All Children's Liturgy leaders are to be Garda vetted.
3. All Children's Liturgy leaders and/or volunteers must attend a one-day child safeguarding training event.
4. Leaders are to be provided with a Leader's pack which includes a copy of all forms circulated, leader's role description, guidelines on registration and what is required, and a copy of the roster as relevant.
5. Franciscan friars are to announce plans for children's liturgy at all Masses as relevant and invite parents/carers to become involved as helpers.
6. The Franciscan friar and/or Children's Liturgy team must advise about the plans for registration and distribute a parental/carers pack which will include a joint parental/child consent form, details of the liturgy activities, and a copy of the code of conduct.
7. Information is to be provided in the Church bulletin regarding the Children's Liturgy and requirements as relevant.
8. A children's liturgy coordinator is to be assigned who will compile a register of the parental consent forms which will be copied weekly for the leaders to collect, complete, and return to the sacristy afterwards.
9. All forms are to be filed in the Children's Liturgy folder which will be stored in a locked cupboard in a secure location, for example, in the sacristy.
10. Supervision rates must be adhered to all times. Whilst the numbers may vary depending on the age and ability of the children, at a minimum there must be two adults for each activity and at least one leader present – for example, if a group of 35 children are present, aged 4 to 11 years, break into two groups of children, aged 4 to 7 years and 8 to 11 years respectively.
11. Parents/carers and young people who are not vetted may assist in the activities as helpers.
12. An accident- or incident-form must be completed as required and filed in the Children's Liturgy folder.
13. If the required complement of leaders is not available, the Children's Liturgy does not proceed.
14. Leaders are not permitted to hold information about children and or young people on personal computers or hardware, or on paper in their private possession, in accordance with Franciscan record storage policy.