



## VOLUNTEER AGREEMENT & TASK DESCRIPTION

### GENERAL CATECHIST

The Catholic Diocese of Auckland has implemented national Safeguarding standards for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (0-18 years) and vulnerable persons.

VOLUNTEER TITLE:	General Catechist
PARISH:	
VOLUNTEER NAME:	
VOLUNTEER TENURE:	Days per week: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> No. of hours per week: _____
VOLUNTEER REPORTS TO:	PARISH PRIEST/PARISH SECRETARY/ PARISH PASTORAL COUNCIL/PARISH LITURGY COMMITTEE
<b>MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE</b> This role provides religious education, according to the authorised program, to those being catechised.	
<b>TASKS</b>	<b>EXPECTATIONS</b>
To train and build relationships with those being catechised. In carrying out the above role, follow the appropriate parish based program, adhering to the parish program and not deviating to include personal beliefs/ideas.	Establish a warm and welcoming atmosphere for those involved in program/activity. The parish program will be clearly and concisely followed; expectations of the parish in regard to the program will be explained; and questions answered or followed up for later answer.
This role will comply with the National Safeguarding Guidelines:	Volunteers will receive copies of:  Risk Assessment – General Catechist

Safeguarding Policy	National Safeguarding Policy
Code of Conduct for Employees & Volunteers	Code of Conduct for Employees & Volunteers
Safeguarding Training	

**CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS**

Knowledge, understanding and application of the prescribed program. Engaging children/adults in the material being taught. Managing behaviour of any children being taught.

**TO BE SIGNED BY THE ROLE HOLDER:**

I have read and I understand this task description

I have received copies of and had the following explained to me and I understand the expectations:

Risk Assessment
   
  Safeguarding Training  
 Safeguarding Policy  
 Code of Conduct for Employees & Volunteers

Name: \_\_\_\_\_

Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

**VERIFICATION / AUTHORISATION (completed by Parish)**

Approved by: \_\_\_\_\_                      \_\_\_\_\_  
    (Position / Title)                      (Name)

Date: \_\_\_\_\_

Police Vetting:                      Date Returned:                      Result:

NZ Police Vetting Report attached

Safeguarding Training undertaken                       Date: \_\_\_\_\_