



Catechetical Volunteer's Guide

Thank you for the generosity of heart which leads you to wanting to serve the children and young people in our parish. Below you will find information about our Catechetical programmes and what is required from volunteers.

Catechism classes (ages 5-13)

Sunday mornings

Before 10.00 Mass – starting at 9.00

Before 11.30 Mass - starting at 10.30

Confirmation preparation (ages 14-16)

Small groups – One Thursday a month 18.30-20.00

Youth Mass and Life night – One Saturday a month 17.30-20.00

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Safeguarding Requirements for Catechetical Volunteers

Every person working with young people under 18 in the Diocese must complete the following before volunteering:

1, Confidential declaration for Volunteers and Paid positions

Please fill out this form (found on the next page) and return it to me electronically or in person. We will then prepare the form you need to apply for the background checks.

2, Background checks

Every volunteer must complete two background checks. You must provide us with a [criminal record extract](#) and a [special extract](#)*. More information about the extracts and how to obtain them are found [here](#).

*For the special extract you need a form from the parish with your volunteer number on it. After you complete the confidential declaration we can provide you with this form.

Obtaining the extracts is a simple process. You can do it all online in English following the links above. You will need a passport or other form of official ID. It takes about 10 minutes and a little bit of patience.

The simplest option is to choose the digitally signed electronic document (PDF).

The extract will appear in your email inbox a few days later and then you just have to email it to me.

There is a charge of 20 chf per document so 40 chf in total. The parish is happy to reimburse this cost with proof of payment.

3, Safeguarding (Child protection) training*

All volunteers should attend a safeguarding training provided by the parish. Volunteers must renew their training every three years.

This is a two-hour session where the best practices in safeguarding children are discussed.

The training helps volunteers understand the role they have in keeping children safe. This includes being able to recognise the signs and indicators of abuse and knowing how to follow Church's safeguarding and child protection procedures.

Dates for this year's Child Protection training will be posted in September.

*If it is not possible to attend Safeguarding training before Catechism classes begin. Volunteers should attend within a few months of the start of classes.

Confidential Declaration for Volunteers and Paid Positions

1.—Have you ever been convicted for any criminal offence? Yes No
If yes, please state the nature and date (s) of the offences continuing on a separate sheet if necessary.

2.—Have you ever been cautioned by the police or bound over to keep the peace? Yes No
If yes, please give full details continuing on a separate sheet if necessary.

3.—Have you ever been found by a court to have caused significant harm to a child or young person under the age of eighteen years, or has any such court made any order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you? Yes No
If yes, please give full details continuing on a separate sheet if necessary.

4.—Has your conduct ever caused or been likely to cause harm to a child or young person under the age of eighteen, or put a child or young person at risk of harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things? Yes No

If yes, please give full details, state the nature and date(s) of the alleged offence(s) and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result. Please continue on a separate sheet if necessary

I declare that the above information (and that on the attached sheets) is accurate and complete to the best of my knowledge. I have read the Child Protection Guidelines of St John XXIII Parish, Geneva, I understand them and will adhere to them.

Full name: _____ Address: _____

Nationality(ies): _____ Date of Birth dd/mm/yy: _____

Civil Status: _____ Profession: _____

Signature: _____ Date: _____

Please supply us with the name and address of a referee to whom we may approach for a personal reference. This must be a person who has known you for at least 5 years, is not a relative and is a person of standing in the community (such as a doctor, teacher etc)

Full name: _____ Address: _____

Email: _____ Phone number: _____

| | | |
|------------------------|------------------------|------------------------|
| Details are Valid for: | Details are Valid for: | Details are Valid for: |
| Date: _____ | Date: _____ | Date: _____ |

| | | |
|--|--|--|
| Attended Child Protection Seminar On: _____ | Attended Child Protection Seminar On: _____ | Attended Child Protection Seminar On: _____ |
|--|--|--|

Catechism programme for children aged 5-13

Catechists will teach two classes a month. We are aiming for a class size of between 8-10 students.

The programme we use is called '**A Family of Faith**'. Catechists will receive the 'Parent's Guide' which lays out the knowledge required and the activities for each month. Catechists can choose activities which will best suit the age they are teaching. The expectation is to teach one or two activities from the first lesson for that month. The second lesson will be taught by parents at home.

Children will each have a copy of the 'Activity Book' .

Sample class plan:

Greet children and take attendance

- **Opening prayer - e.g. In the name of the Father and of the Son and of the Holy Spirit.**
(Ensure children know how to make the sign of the cross correctly).

Thank you Lord for gathering us here this morning. We ask you to send your Holy Spirit to open our minds and our hearts to what you want us to learn today. Amen.

- Spend some time getting to know the children. Choose an Icebreaker question for the start of each class:
 - What's your favorite sport to play?
 - Where were you born?
 - Do you have any pets?
 - What's your favorite ice cream flavor?
 - Can you play an instrument?
 - What's one thing that made you laugh recently?
 - If you could ask your favorite celebrity one thing, what would you ask?
 - If you were invisible for a day, what would you do?
 - If you could go anywhere in the world, where would you go?
 - If you could invite four famous people to dinner, who would you invite and why?
 - If you could visit any planet, where would you go and why?
 - If you won a million dollars, what would you do with it?

You can find more examples online here

- Explain the Theme of the Lesson
- Lead the activities you have chosen.
- If you have time to spare at the end of class look at the Saint of the month or the Scripture for memorization.

Closing prayer - as time allows ask the children if they have any intentions they would like to pray for. End with a rote prayer altogether – either an Our Father, Hail Mary or Glory Be. Encourage the children to learn these prayers off by heart if they do not already know them.

***Classes should end at least ten minutes before Mass - 9.50 or 11.20**

Confirmation programme – Being a small group leader

For Confirmation preparation we use the YDisciple programme on FORMED

If you have been asked to be a small group leader, we ask that you watch the [Introduction to YDisciples for Leaders](#) series of videos.

Small group ministry

Teenagers thrive in relational ministry. The purpose of small group ministry is to make sure each student feels known, understood and has a safe place to learn, discuss and ask questions about the faith.

Year 1 and Year 2 Confirmation small groups will meet on the first Thursday of every month from 18.30-20.00.

Catechists should be at the parish at 18.00 to get briefed on the plan for that month and set up for their group.