

THE MINISTRY OF COMMUNION



SAFEGUARDING POLICY AND SUNDAY MASS PROCEDURES FOR MINISTERS OF COMMUNION

St John the Apostle Parish ● Kippax

October 2023

Child Safeguarding Procedures for the Sacristy

Introduction: This document outlines the essential procedures for ensuring the safety and well-being of children during ministry of the mass and training sessions, emphasizing the importance of safeguarding practices within our parish.

Requirements: To participate in these activities, the following requirements must be met:

- 1) **Working With Vulnerable People (WWVP) Card:**
 - All Clergy and Acolytes involved must possess a current Working With Vulnerable People (WWVP) card.
- 2) **Child Protection Code of Conduct Policy (CPCCP):**
 - All ministers who serve with an Altar Server must adhere to the following:
 - Familiarize themselves with the Archdiocesan Child Protection Code of Conduct Policy (CPCCP).
 - Complete the CPCCP document and promptly return it to the parish office with their signature.

Procedures:

1. **Sacristy Access:**
 - The Sacristy door should be kept open at all times before, during, and at the end of mass. This ensures transparency and accountability in the sacristy area.
2. **Vesting and De-vesting**
 - During the process of vesting for mass and divesting after mass, only the child and their parent/carer/guardian should be present. This one-on-one setting enhances safety and privacy for the child **[a child is anyone under the age of 18]**.
3. **Child's Presence in the Sacristy**
 - Under no circumstance should a child be present in the sacristy without the presence of **AT LEAST** two adults. Acolytes serving with children/altar servers are to ensure this is implemented at all times within the sacristy. There is to be no physical contact under any circumstances.

Conclusion: These procedures are implemented to prioritise the safety and protection of children within our ministry. Adherence to these guidelines is essential to maintaining a secure and nurturing environment for all participants. We appreciate your cooperation and commitment to the well-being of the children in our care.

Resourced from: The Australian Catholic Safeguarding LTD Parish safeguarding check list – meeting National Catholic Safeguarding Standards. Archbishop's Office for Evangelisation – Archdiocese of Canberra and Goulburn.

St John the Apostle Parish – KIPPAX ACT

Child Safeguarding Procedures for the distribution of Holy Communion
[Acolytes and Extra Ordinary Ministers of Communion]

Introduction: This document outlines the essential procedures for ensuring the safety and well-being of children, young people and people at risk in our community, emphasizing the importance of safeguarding practices within our parish.

Requirements: To participate in these activities, the following requirements must be met:

1. **Working With Vulnerable People (WWVP) Card:**

- All Clergy and Acolytes involved must possess a current Working With Vulnerable People (WWVP) card.

2. **Child Protection Code of Conduct Policy (CPCCP):**

- All Extra Ordinary Ministers of Holy Communion must adhere to the following:
 - Familiarize themselves with the Archdiocesan Child Protection Code of Conduct Policy (CPCCP).
 - Complete the CPCCP document and promptly return it to the parish office with their signature.

Procedures:

1. **Sacristy Access:**

- The Sacristy door should be kept open at all times before, during, and at the end of mass. This ensures transparency and accountability in the sacristy area.

2. **Blessing during Holy Communion:**

- Under no circumstance are you permitted to lay hands or touch a person coming forward to receive a blessing.
- To administer a blessing, hold the Blessed Sacrament in front of the person and give a spoken blessing. Examples of a blessing:
 - “May the body and blood of Christ be with you”
 - “May God Bless you”

Conclusion: These procedures are implemented to prioritise the safety and protection of children, young people and people at risk within our ministry. Adherence to these guidelines is essential to maintaining a secure and nurturing environment for all participants. We appreciate your cooperation and commitment to the well-being of the children in our care.

Resourced from: The Australian Catholic Safeguarding LTD Parish safeguarding check list – meeting National Catholic Safeguarding Standards. Archbishop's Office for Evangelisation – Archdiocese of Canberra and Goulburn.

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BEFORE MASS

- Arrive at least **10 minutes before Mass begins.**
- If you are not there 10 minutes before Mass, the acolytes will have to organise a substitute.
- **If you know ahead of time that you cannot make the Mass, please arrange for someone to take your place, and notify the parish office.**
If you are unable to find someone to take your place, contact the Coordinator or Assistant Coordinator and request they find a replacement for you.
- When you arrive, take a stole from the sacristy (after checking that it is appropriate to enter – refer to the Safeguarding Procedures) or from the table in the foyer if the stoles have been left there. White stoles are for those ministries disturbing the host.
- Please dress appropriately for the sacred ministry.

DURING MASS

- As soon as you have offered the sign of peace move to the credence table and sanitise your hands then move to the Altar and stand beside the Acolytes and Altar Server.
- There is no need to give the sign of peace to the other communion minister.
- You will receive communion with the Acolytes and Altar Server.
- After the priest has said, “Behold the Lamb of God...” and the people have responded, “Lord, I am not worthy...” the priest will minister communion to the acolyte, altar server and communion ministries who will receive communion on the hand.
- Wait until the priest has received his communion before consuming the host.
- If there are older or disabled persons sitting in the congregation, they are given communion first by the priest/ acolyte.
- Make sure you are standing in the right spot to minister communion – the positions are marked clearly on the carpet. One near the choir and one near the baptismal font.
- Meet the eyes of the person receiving communion and smile but do not use names and say simply ‘The Body of Christ’.
- If people want you to place the host on their tongue, swap the paten to the other hand, give communion with the hand that had been holding the paten then transfer the paten back to the hand that had been holding the paten originally.
- If a child /adult wants a blessing hold the host in your hand, make the sign of the cross-saying words such as: “May Jesus give you his special blessings and love.’
- After you have finished offering communion place the remaining hosts on the altar.
- The stoles are left on the credence table and sanitise your hands again.
- After the congregation have all have received communion the priest invites those taking communion to the sick and household to come forward and places the required number of hosts into the pyx that they present. This takes place in front of the altar.