

This role is subject to an enhanced DBS with a check against adult workforce. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Section.

### Responsible to

Parish priest, parish safeguarding representative.

### Role purpose

To assist with the preparation and celebration of funeral services.

### Main responsibilities

- 1) To assist the parish priest by meeting bereaved families before a funeral. To ensure that all those involved can be part of the preparation process and know how the funeral will proceed. To be able to answer any questions they may have.
- 2) To always be accompanied by at least one other person when meeting bereaved families.
- 3) To assist in the preparation of the funeral Mass/service.
- 4) To lead services as and when required to do so by the parish priest, including:
  - vigil services at home or in a chapel of rest;
  - funeral services in church or at a crematorium;
  - committals at a cemetery or crematorium;
  - and burial of ashes at a cemetery.
- 5) To liaise as required with funeral directors in matters pertaining to the funeral service.
- 6) To be available for family members to assist with any related issue they may have.
- 7) To work closely with the parish clergy and with all others involved in ministry to the bereaved, including the bereavement team (if the parish has one) and any servers, readers, sacristans or musicians involved in funeral liturgies.
- 8) To pass on any concerns to the parish priest or deacon.
- 9) To access regular training opportunities to keep you informed of developments in your role.

**Person Specification**

- a) To be sensitive to the varied feelings, experiences and needs of bereaved people.
- b) To have the confidence and skills to lead liturgical services.
- c) To be willing and able to work with others, valuing the differing contributions of different ministries.
- d) To comply with the requirements of the archdiocesan policy for safeguarding children and vulnerable adults.
- e) To maintain confidentiality at all times.
- f) A commitment to the essential teachings of the Catholic Church and the ethos of the parish.
- g) To be able to work as part of a team and accommodate any changes that may arise.
- h) A willingness to attend regular in-service training to maintain current procedures and changes.