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| *Insert Parish logo here* |

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| Position title: | Reader of Prayers | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | None. | Other key relationships: | Parish Pastoral Associate, Parish Secretary |
| Position Purpose: | The Reader of Prayers leads the assembly in prayer.  |
| Qualifications and experience: | * No experience required as Readers are given training.
* Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
* Readers should reflect the cultural diversity of the parish and can be female or male, young or old.
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| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis.
* Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years.
* Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules.
* Other training as directed.
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| Conditions: | * This is a volunteer role.
* Expected commitment is ……. hours a week/month.
* Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration.
* Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check.
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| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people
* Motivated to work within the Catholic Church environment and a strong commitment to its values
* Commitment to ongoing personal faith formation
* Reads clearly and confidently
* Honesty and integrity
* Reliability
* Responsibility
* Willingness to work collaboratively as part of a team
* Planned and organised
* Willingness to participate in learning opportunities e.g. induction, training and development
* Able to communicate effectively and respectfully with others
* Flexible and adaptable
* Respect confidentiality and privacy
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| Key Results Areas: | Key Duties:  |
| --- | --- |
| Preparation | * Prays before reading.
* Practises reading the prayers several times, first in silence and then aloud.
* Prays again.
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| Reading the prayers | * Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up.
* Reads the prayers during the Mass.
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| Training | * As required, assists in training other liturgical ministers.
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**Further reference:**

- *Commentators and Readers of Prayers of the Faithful*, Melbourne: Archbishop’s Office for Evangelisation, 2013.