



Church of the Immaculate Heart of Mary
Parish of Drumbo & Carryduff
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Code of Conduct for Parish Sacristan in the Parish of Drumbo and Carryduff

“Conduct yourselves in a way worthy of the gospel of Christ so that whether I come and see you or am absent, I may hear news of you, that you are standing firm in one spirit, with one mind struggling together for the faith of the gospel.” (Philippians 1:27)

As church personnel in the Parish of Drumbo and Carryduff, in the Diocese of Down and Connor, we too must conduct ourselves in a way that is “worthy of the Gospel of Christ”. We are further challenged in this letter of Paul to the Philippians to do, “whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious” (*Philippians 4:8*)

Our children are the most important gifts God has entrusted to us. As a sacristan, giving time to serve the parish and attend to the environment of worship is also a gift and should be approached in an open and transparent way for all children and young people with whom you come into contact. In Masses where the majority of those present are adults it is necessary to take great care that the children present do not feel neglected because of their inability to participate fully or to understand what happens in the celebration.

In line with the Diocesan Child Protection Policy and Procedures, Sacristans **must adhere** to a Code of Conduct and follow the rules and guidelines as a condition of providing services to the children, youth and vulnerable adults of our Diocese.

A Sacristan must:

- Treat all children, vulnerable adults, other church volunteers and parishioners with respect, patience, courtesy and dignity (this means listening to and taking seriously what they say, asking how they would like to be assisted if they need it, be aware of the things which may make them vulnerable- disability, communication difficulties or illness, and not behave in a discriminative way towards any individual on the basis of their age, race or culture).
- Avoid situations where he or she is alone with children and /or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Refrain from giving expensive gifts to children and /or youth / vulnerable adults without prior written approval from the parent, guardian or carer and the Parish Priest or Administrator.
- Ensure they take action to prevent the spread of **serious** infections. For example, tuberculosis, hepatitis, measles, meningitis.
- Will report any accidents or incidents to the Parish Priest or Administrator and make sure that an appropriate record of what happened is completed, signed and dated. **(see Accident or Incident Form) ***

- Report suspected abuse of children, vulnerable adults, or any concerns you may have, to the Designated Officer for the Diocese and record this using the **Allegation or Concern of Abuse Form ***
- Cooperate fully, if required, with any investigation of abuse of children and/or youth / vulnerable adult.
- Comply with the Diocesan guidance and procedures on use of email or texting when communicating with children
- **Ensure the implementation of the Diocese of Down and Connor Child Protection Policy and Procedures.**

A Sacristan must not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Use physical punishment or restraints of any kind with children and/or vulnerable adults.
- Humiliate, ridicule, threaten or degrade children and/or vulnerable adults.
- Touch a child and/or vulnerable adult in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or vulnerable adults.
- Use profanity in the presence of children and/or youth or inappropriate language or humour.
- Show or distribute inappropriate pictures, images, photographs, drawings or other similar materials to children / young people or vulnerable adults.

Sacristans should fully understand that any action inconsistent with this *Code of Conduct* or failure to take action mandated by this *Code of Conduct* may result in removal as a Sacristan or volunteer with children and/or vulnerable adults.

***All forms can be found in the Sacristy of the Church and the Parish Centre**



