Carlo Acutis Association
In service of parish life | info@carloacutisassociation.com

Terms of Reference

Leadership roles for parish youth groups supported by the Carlo Acutis Association

About these terms of reference

These terms of reference set out the leadership roles in a parish youth group. Parishes can adapt them to suit their size, as long as the safeguarding roles stay in place. They sit alongside the Parish Youth Group Constitution, the Safeguarding Policy and the Codes of Conduct.

1. Introduction

Our parish youth group provides a safe, faith-based environment where children and young people can grow spiritually, socially and emotionally. To help the group run well, the following leadership roles are established. Where the parish runs both a Junior and a Senior group, each has its own Group Lead and leaders, working under one Chair.

The youth group remains under the pastoral authority of the parish priest, who has the final say on all matters affecting the group.

2. The roles

Chair of the youth group

Purpose: To provide overall leadership and make sure both groups run smoothly, safely and in line with Catholic values.

- Oversee both groups, making sure they follow the Safeguarding Policy and parish and diocesan procedures.
- Act as the main point of contact with the parish priest, the parish, the school and the Carlo Acutis Association (CAA).
- Make sure the group's mission and aims are upheld.
- Provide leadership and direction to the Group Leads and leaders.
- Support and oversee the Designated Safeguarding Leads, making sure good practice is followed.
- Lead on planning, so the group can grow and last.
- Chair regular leadership team meetings.
- Deal with breaches of the Code of Conduct, with the parish priest.

Group Leads (Juniors and Seniors)

Purpose: To lead their group, making sure sessions are well planned, safe and engaging.

- Lead the group's weekly sessions and events.
- Work with the Chair so both groups take a consistent approach and follow the Safeguarding Policy.
- Make sure each session is risk assessed and that ratios are met.
- Support, guide and oversee the leaders and volunteers in their group.
- Hold team meetings and keep everyone informed.

- Work with the Secretary, Treasurer and DSL so the group is well run and accountable.
- Act as a point of contact for parents and carers.
- Represent their group at parish meetings or events when needed.

Designated Safeguarding Lead (DSL)

Purpose: To make sure safeguarding procedures are followed and that the welfare of children and young people is always the highest priority. There is one DSL for the Juniors and one for the Seniors where both run.

- Act as the first point of contact for safeguarding concerns within the group.
- Report concerns to the Parish Safeguarding Representative and follow diocesan and national procedures.
- Make sure concerns about an adult go directly to the Parish Safeguarding Representative or the diocesan safeguarding office.
- Work with the Parish Safeguarding Representative to check that every leader has an enhanced DBS check and up-to-date training before they start.
- Make sure risk assessments, incident forms and safeguarding records are completed and stored securely.
- Make sure good practice is followed on supervision, communication and boundaries.
- Lead the group's annual safeguarding review.

Secretary

Purpose: To look after the group's administration and communication.

- Keep accurate records of meetings, activities and attendance registers.
- Handle communication with parents, leaders and external contacts through official parish or group channels.
- Help organise events and their logistics.
- Make sure consent forms are collected and stored securely, and pass incident forms to the DSL.
- Help the Chair and DSL keep the list of volunteers and training up to date.

Treasurer

Purpose: To manage the group's money responsibly and transparently.

- Keep accurate records of all money received and spent, including tuck shop and fundraising.
- Follow the parish's finance procedures, including having two people count and sign for cash.
- Make sure spending is agreed with the Chair and accounted for.
- Report on the group's finances to the leadership team and the parish when asked.

Leaders

Purpose: To provide engaging, safe and faith-centred activities in line with the group's mission.

- Plan and lead activities, discussions and faith sessions.
- Keep young people safe and well at all times.
- Be a positive role model, living out Catholic values.
- Follow the Code of Conduct for Leaders and report any concern to the DSL straight away.

- Encourage every young person to take part, with inclusion and respect for all.
- Complete the safeguarding training the diocese requires and attend team meetings.

Youth volunteers aged 16 to 17

Purpose: To help with sessions and act as role models for younger members.

- Help with games, activities and prayer under the direction of adult leaders.
- Follow the Code of Conduct for Leaders.
- Are never left alone with children, never put in charge of a group and do not count towards adult ratios.

3. Governance and accountability

- All leaders and role holders are accountable to the Chair, and the Chair is accountable to the parish priest.
- All adult volunteers must have an enhanced DBS check, complete the safeguarding training the diocese requires and sign the Code of Conduct for Leaders every year.
- The group follows the safeguarding policies of the parish, the Archdiocese of Birmingham and the Catholic Safeguarding Standards Agency (CSSA).
- The CAA Safeguarding Officer and mentors can offer advice and support, but CAA does not direct the group.
- Regular meetings and an annual review keep the group accountable and help it improve.

4. Review

These terms of reference are reviewed every year to make sure they still meet the needs of the group.

Approved by (name and role)	
Signature	
Date	

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