RESOURCE 3: TRAINING

TRAINING FRAMEWORK OVERVIEW

The training of parish clergy, staff and volunteers is an indispensable part of the Return to Public *Pastoral Life of the Church* document, *(The Document).* The following resource should be read in conjunction with *The Document* and gives a high-level overview for each parish of:

1. Who should be trained;
2. What training modules are available;
3. How the training could be delivered.

1. Who Should Be Trained

The following personnel categories have been clearly identified in *The Document* as having a key role:

✓ Clergy; staff members, including volunteers e.g. parish support team, parish secretaries; sacristans; liturgical ministers; stewards; cleaning volunteers; ministers of Holy Communion; communications officer(s).

Each role will require specific training depending on the function(s) and responsibilities being undertaken. While some training will merely point to the relevant piece/protocol/checklist in *The Document,* other parts will be contained in distinct training modules which will be made available. (see below *How The Training May Be Delivered)*.

2. What Training Modules Are Available

Short training modules will be made available to parishes in a user-friendly format, for example:

✓ Hand Hygiene, Respiratory Etiquette and Physical Distancing;
✓ Safe and effective use of PPE;
✓ Responding to an outbreak of COVID-19 in parish;
✓ Role specific training modules for each personnel category listed above;
✓ Communications

3. How The Training May Be Delivered

The purpose of training is to ensure that each category of personnel identified in this document is in a position to safely and competently carry out their role in the context of COVID-19 restrictions. The content for each training module detailed above will be made available to parishes in a variety of formats, from your own Diocesan office, as follows:

✓ Each module content will be made available in **Word** and **PDF Briefing Sheets** which can be printed, emailed and distributed as appropriate;
✓ Some modules will also be made available in **PowerPoint** format which may be used by each diocese to train individuals or multiple people at a given time either via *Self-Directed Training* or via *Webinar;*
✓ Some modules will also be made available in **Video Format** which may be used by each diocese to train individuals or multiple people at a given time either via *Self-Directed Training* or via *Webinar;*