

Welcome Walk and Witness

Parish Mentor Induction

For mentors accompanying children, young people, adults and families

ONE PERSON OR FAMILY AT A TIME

Welcome people into the life of the Church. Use the assigned preparation book and activity guide, listen to their questions and help them take one faithful next step.

THE METHOD

Welcome and listen

Try the activity

Open the preparation book

Talk and check understanding

Pray together

Choose one practical step

THE TWO BOOKS

The preparation book supplies the Catholic teaching. The activity guide supplies the opening question, activity, discussion, prayer and practical action. Use the matching conversation in both.

St Mary's • St John Bosco • St Edward's Parish

cathparishmje.co.uk

Parish mentor edition • Revised October 2026

Leader starts here

This is a one-hour role induction. Read the guidance aloud, let mentors practise and agree their next step. Choose the family example on page 10 or the adult example on pages 11–12 for the rehearsal.

Place on the table

- This booklet for each mentor, the Pathway Master Sheet and the Mentor Quick Guide.
- A preparation book and matching activity guide; paper and a pen. The printed example is enough for the rehearsal.
- The current diocesan safeguarding procedure. Page 19 gives the reporting contacts.

Minutes	Use these pages	What to do
0–6	3–4	Pray and explain Welcome, Walk and Witness.
6–16	5–8	Explain the books, parents' role and relevant pathways.
16–26	9	Walk through one conversation.
26–40	10 or 11–12	Rehearse in pairs and review together.
40–50	13–14	Explain boundaries and reporting.
50–57	15–19	Discuss readiness, records and support.
57–60	20	Sign the commitment and pray.

BEFORE A MENTOR BEGINS

The parish confirms appointment, safer recruitment, any required DBS check, safeguarding training, meeting places and communication arrangements. This role induction does not replace those requirements.

Begin with prayer and faith

Leader • read aloud, then invite two brief answers

Make the Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Lord Jesus Christ, help us receive the faith faithfully, speak clearly and listen patiently. Give us humility to ask for help and charity towards every person entrusted to our care. Send your Holy Spirit upon our parish and all who seek you. Amen.

Hear the word of God

“Therefore every scribe who has been trained for the kingdom of heaven is like a master of a house, who brings out of his treasure what is new and what is old.”

Matthew 13:52 • ESV-CE

Receive and hand on the faith

The Catholic faith is a treasure received from Christ through his Church. We do not invent it. The approved catechisms and preparation books help us hand it on faithfully, explain its meaning and make room for honest questions.

You do not need to prepare a talk or know every answer. Listen, read the supplied teaching and Scripture, pray and ask for help when a matter exceeds your role.

PARENTS AND THE PRIEST

Parents are their children’s first educators in faith. A mentor supports them. The priest assigns the pathway, handles sacramental questions and discerns readiness.

Ask the mentors

“What encouraged you to serve, and what would help you feel confident beginning?”

Welcome, Walk and Witness

Welcome

Learn names, greet people at Mass and help them know where to go and whom to ask. Make room for an honest question without embarrassment. Welcome the person's circumstances and help them find their place in parish life.

Walk

Use one manageable conversation at a time. Read the teaching together, explain unfamiliar words and allow silence. Repeat or divide the material when needed. Agree one realistic step and return to it at the next conversation.

Witness

Let ordinary Catholic life support your words: Sunday Mass, prayer, Confession, charity and faithful duties. Explain why these matter. Mass brings us into Christ's sacrifice and the worship of his Church; prayer helps us receive his grace and live in his friendship.

A HANDRAIL ON THE WAY

A mentor is like a handrail: a steady help as someone takes the next step. The handrail does not walk for the person. Nor does the mentor produce God's grace. Christ gives grace; we accompany the person's free response.

Keep the pace human

There is no fixed number of meetings or yearly course that everyone must complete. Conversation numbers organise the material. Faith, understanding, circumstances and readiness guide progress with the priest.

Which book does what

Leader • show the covers, then open one matching conversation

PREPARATION BOOK

The catechism or preparation companion gives the Catholic teaching, its reasons and essential questions. Read the indicated teaching together. Use it to clarify an answer or a difficulty.

ACTIVITY GUIDE

The matching guide makes the conversation concrete. It supplies an opening question, something to do or discuss, a reference to the teaching, a prayer and an action.

Use the pair together

1. Find the assigned pathway. The priest decides this after checking sacramental history.
2. Open the matching numbered conversation or lesson in both books. A conversation number is not a compulsory meeting number.
3. Begin with the person and try the printed activity. Read the supplied Scripture and teaching, then discuss their meaning.
4. Use questions to show understanding. The short answers clarify; they are not speeches to memorise.

The preparation has already been done

Open the assigned pages. Use ordinary items named there; cards can be handwritten as you meet. Speaking, pointing or drawing may replace writing. No lecture, craft project or internet research is required.

WHAT TO GIVE EACH MENTOR

This induction, the master sheet, the quick guide and only the books for the assigned pathway. Parish apps and formation evenings can support the journey.

Parents and children together

PARENTS CAN USE THE BOOKS AT HOME

A parent and child can use the assigned catechism and matching activity guide together. A mentor is offered where help is needed; a family does not need a mentor at every conversation.

A simple pattern at home

1. Choose a calm, manageable time. Open the matching lesson in both books and begin with the printed prayer.
2. Ask the opening question and try the activity together. Let the child speak, point, draw or use an ordinary example.
3. Read the supplied Scripture and teaching aloud. Explain one unfamiliar word and let the child ask questions.
4. Use the printed questions gently, pray and agree one possible action. Stop before everyone becomes tired.

When a mentor joins the family

Parents are present with their children throughout family mentoring meetings and take part. Arrange a time they can attend. The mentor helps the parent and child use the same books, clarify questions and continue at home.

No extra homework burden

The printed practical step is enough. Parents need no previous teaching experience. Do not add projects, scrapbooks or tasks to hand in. Sunday Mass, a short prayer or a small act of charity can be a faithful next step.

A QUESTION YOU CANNOT ANSWER

Say: “Let us ask Father.” Bring the question to the priest. Parents and mentors do not need to pretend they know everything.

Children and family pathways

Use the master sheet for the first enquiry. Establish Baptism and previous sacraments before choosing material. Age or school year alone does not decide the route.

Infant Baptism

For parents preparing an infant or child below the age of reason. Use My Child's Baptism with the Baptism Activity & Conversation Companion. The priest checks consent, Catholic upbringing, godparents and records.

Unbaptised child of catechetical age

The priest assigns age-appropriate catechumenal preparation and the appropriate rites. This is Christian initiation, ordinarily Baptism, Confirmation and Eucharist together. Do not use the baptised-child reception guide.

Baptised child becoming Catholic

Use Coming into the Catholic Church A Preparation Catechism for Baptised Children with its Activity and Conversation Guide. Valid Baptism is not repeated. The priest directs Confession, Reception and completion of initiation.

First Confession and First Holy Communion

For baptised Catholic children needing these sacraments. Use My First Confession Catechism, then My First Holy Communion Catechism, with the assigned activity guides. First sacramental Confession precedes First Holy Communion.

Confirmation for young people

Use My Confirmation Catechism with the Confirmation Activity & Conversation Companion. The priest checks previous sacraments, sponsor arrangements, proper disposition and readiness.

KEEP THE ROUTES DISTINCT

An unbaptised child, a baptised non-Catholic child and a baptised Catholic child may need different rites and preparation. Ask the priest if the history is unclear.

Adult pathways

Adults bring different histories and responsibilities. The priest checks the route; the mentor accompanies the formation. Personal marriage circumstances are discussed privately with the priest.

RCIA or catechumenate

For an unbaptised adult. Use Becoming Catholic RCIA A Catechumenate Companion with the RCIA Activity & Conversation Companion. Follow the Church's periods and rites. No sacramental Confession precedes Baptism.

Reception into Full Communion

For a validly baptised non-Catholic Christian becoming Catholic. Use Coming into Full Communion Catholic Preparation Book with its Mentor Activity and Conversation Guide. Baptism is not repeated; the priest directs Reception and remaining sacraments.

Adult Confirmation

For an already-Catholic adult who has not been confirmed. Use Preparing for Adult Confirmation Catholic Preparation Companion with its Mentor Activity and Conversation Guide. Check previous Confirmation or Eastern Catholic chrismation and any missing First Communion.

Returning to the Faith

For a Catholic returning after time away. Use Returning to the Faith Catholic Companion with its Activity and Conversation Guide. Welcome a return to Mass and arrange Confession when needed. The guide is not a gate before returning; missing sacraments follow their own pathway.

Marriage

Use Marriage Catholic Couple Preparation Book with its Activity and Conversation Guide. Couple activities support preparation. The priest handles freedom to marry, previous marriages, permissions, dispensations, consent and the celebration.

ASK FIRST

Uncertain Baptism, Eastern Christian background, missing records or previous marriages need priest assessment before a route or date is assumed.

How to lead one conversation

Leader • find each step in an activity guide

1 Welcome and listen

Make the Sign of the Cross and use the printed opening prayer where supplied. Ask how things have been and about the last practical step. Use the opening question and wait.

2 Try the activity

Read the instructions together. Use the cards, ordinary object or invented case. The activity opens one truth; it does not replace its explanation.

3 Open the preparation book

Read the supplied Scripture and indicated teaching slowly. Explain an unfamiliar word and why the teaching matters. Keep the Church's meaning clear. No extra Bible search is required.

4 Talk and check understanding

Use the printed discussion and essential questions. Let the person answer in ordinary words before checking the concise answer. After Sunday Mass, connect the topic with something just heard or celebrated where helpful.

5 Pray together

Pray the supplied prayer aloud. Give the person time to join in, listen or express a simple intention.

6 Choose one practical step

Agree something possible: prayer, Sunday Mass, a work of mercy or contacting the priest. Note a question needing help and agree the next meeting.

STOP WITHOUT RUSHING

One conversation may take more than one meeting. A short meeting after Mass or another approved time can work well. Understanding, faith and readiness govern progress.

Practise with parent and child

Training example • the new life of Baptism

Work in pairs as parent and child, or add a mentor in a group of three. Use eight minutes, then discuss one helpful change. Everything needed is printed here.

1 Welcome and listen

Make the Sign of the Cross. Pray: “Father, help us understand and love the life you give us in Baptism. Amen.” Ask: “What do you know about your Baptism?”

2 Try the activity

Write or say NEW LIFE and BELONGING. Ask what a new beginning and belonging to a family mean. Let the child give an ordinary example.

3 Read Scripture and teaching

“Therefore, if anyone is in Christ, he is a new creation. The old has passed away; behold, the new has come.”

2 Corinthians 5:17 • ESV-CE

Baptism gives new life in Christ, makes us God’s children and brings us into his Church. This is God’s gift. We do not earn it by passing a test. Read the Baptism teaching in the child’s assigned catechism when using the books at home.

4 Talk and check

Ask: “Who gives this new life?” Answer: God. “To whose Church do we belong?” Answer: Christ’s Church.

5 Pray together

“Father, thank you for making us your children. Help us live as members of your Church. Amen.”

6 Choose one step

Thank God together for Baptism once this week. Finish with the Sign of the Cross. Review: did the child have time to speak?

Practise with an adult

Training example • Baptism and Christian initiation

Work in pairs: mentor and adult Catholic preparing for Confirmation. Use eight minutes, then review the conversation with page 12. No advance preparation is needed.

Welcome and listen

Make the Sign of the Cross. Pray: “Father, deepen the grace of our Baptism and prepare us for the strengthening gift of Confirmation. Amen.”

Ask: “What do you think Confirmation will give you that you have not yet received?”

Listen before explaining.

Try the activity

1. Write or say BAPTISM, CONFIRMATION and EUCHARIST.
2. Match them with NEW LIFE, STRENGTH and NOURISHMENT. These belong to one Christian initiation.
3. Try this invented claim: “Confirmation finally makes my Baptism count.” Ask how it should be corrected.

Read Scripture and teaching

“Then they laid their hands on them and they received the Holy Spirit.”

Acts 8:17 • ESV-CE

READ THE TEACHING TOGETHER

Baptism gives new life in Christ, makes us God’s children and members of his Church, and leaves a permanent spiritual character. Confirmation does not make Baptism valid or repeat it. It completes and strengthens baptismal grace. The Eucharist nourishes us with Christ himself and completes Christian initiation.

In a parish meeting, use Conversation 1 in the Adult Confirmation preparation book and matching activity guide.

Finish the adult conversation

Talk and check

Ask: “Why is Confirmation a gift of God rather than something we earn?” Let the person think and answer.

Question	Answer to clarify
Which are the initiation sacraments?	Baptism, Confirmation and the Holy Eucharist.
Does Confirmation make Baptism valid?	No. Baptism is already valid.
What happens to baptismal grace?	Confirmation completes and strengthens it.

Pray and choose a step

Father, thank you for making me your child in Baptism. Strengthen the life you have given me and prepare me to receive the Holy Spirit more fruitfully. Amen.

Agree one action: find the baptismal parish and date if needed, or thank God daily for the gift of Baptism. Finish with the Sign of the Cross.

Discuss the rehearsal

- Did the mentor listen before explaining?
- Did the activity lead into Scripture and teaching?
- Was one truth made clear, with its reason?
- Did the person speak in their own words?
- Did you pray and choose one possible action?

ONE ADJUSTMENT

Name one change that would make the conversation clearer or calmer. Fidelity, listening and prayer matter more than sounding impressive.

Keep the role clear

Leader • explain these boundaries and invite questions

The mentor accompanies

You are a practising Catholic appointed by the parish to welcome, guide and encourage. Use the assigned books and seek help with questions or obstacles. Mentors may work together as arranged by the parish. You do not promise dates or determine sacramental readiness.

Parents are present

Parents stay with their children throughout family mentoring meetings. Use the approved public or visible setting. Communication goes through the parent or approved parish channel. No private messaging, hidden meetings or secret arrangements.

Mentoring and sponsorship are distinct

A mentor is not automatically a godparent or Confirmation sponsor. If asked to serve in both roles, refer the request to the priest, who checks suitability and canonical requirements.

Personal sins remain private

Use invented cases to teach or practise Confession. Never ask what someone has confessed or plans to confess. If actual sins begin to be listed, stop kindly and help the person arrange Confession with the priest.

Know when to refer

Doctrinal uncertainty, sacramental history, marriage circumstances and serious pastoral difficulties go to the priest. A mentor does not act as counsellor, therapist or private spiritual director. Safeguarding concerns follow the reporting route immediately.

A SIMPLE ANSWER

“I do not know. I will ask Father and come back to you.” Write down the question accurately and follow it up.

When safety is involved

IMMEDIATE DANGER

Call 999. Do not wait for a parish meeting, a reply from the priest or the next mentor check-in.

If somebody discloses abuse or harm

1. Stay calm, listen and take the concern seriously. Do not investigate, press for details or ask leading questions.
2. Do not promise secrecy. Say: “Thank you for telling me. I need to share this with the people responsible for keeping you safe.”
3. Do not confront the person alleged to have caused harm.
4. Make the required factual record promptly, using the person’s own words where possible, with date and time. Use the approved safeguarding process.
5. Report immediately to the diocesan safeguarding office or directly to police, following diocesan procedure. The parish representative can assist; a concern about parish leadership may go directly to the diocese.

Do not wait for proof

A mentor reports the concern; the responsible authorities assess it. Church policy requires allegations of abuse to be referred to statutory authorities, including allegations about past abuse.

Ordinary notes are not safeguarding records

Keep safeguarding information out of routine progress notes, group chats and general email threads. Share it through the designated safeguarding route with those who need to act.

CONFESSION IS DIFFERENT

The priest is bound by the absolute sacramental seal in Confession. A mentor meeting is not Confession and is not protected by that seal. Reporting contacts are on page 19.

Make the conversation clear

Language or reading difficulty

Use one idea at a time. Read aloud, explain one word, point, draw or let the person use their home language. Ask them to show the meaning in another way. Understanding the faith is not an English test.

Disability or anxiety

Ask what helps. Adapt the pace, setting and communication with parish guidance. Do not mistake quietness, a learning difference or lack of confidence for lack of faith.

A wrong answer

Say: “Let us look at the teaching together.” Clarify one point and ask again gently. Do not shame, compare candidates or demand perfect wording.

A difficult teaching

Listen carefully and state the Church’s teaching from the book. Explain its reason where possible. Bring serious or unresolved difficulties to the priest; do not conceal the teaching or argue to win.

Missed Mass or meetings

Ask whether work, health, transport, caring duties or another difficulty is involved. Encourage a possible next step and raise persistent obstacles with the priest. Continue at the right place without imposing catch-up projects.

Someone feels pressured

Do not persuade them to pretend faith or desire. Refer to the priest for a proper pastoral conversation. Family expectations or a proposed celebration cannot substitute for free intention.

IF YOU ARE TALKING TOO MUCH

Stop and ask: “What do you make of that?” Let the person answer. Silence gives them time to think.

Readiness and life afterwards

Readiness is discerned with the priest. It is not established by attendance, completing pages or reaching a birthday. Notice and report signs of growth without conducting a pass or fail test.

What to notice

- Growing understanding of the central truths, expressed according to age and capacity.
- Sincere and free desire for the sacrament or step being sought.
- Prayer, Sunday worship and a willingness to live Catholic faith.
- Understanding of the relevant rite and practical arrangements.
- Questions, obstacles or sacramental circumstances needing the priest's attention.

Use the pathway's readiness guidance

Different pathways have different requirements. An unbaptised person does not make sacramental Confession before Baptism. A returning Catholic need not finish the guide before coming to Mass or seeking Confession. Marriage requires its own canonical checks.

Continue the relationship

Agree a further conversation after the celebration or return to practice. Ask about one grace, one question and one practical need. Encourage a realistic pattern of Mass, daily prayer, Confession, learning and charity.

WHAT TO SAY TO THE PRIEST

“We have worked on this topic. The person understands this central point. This question or obstacle needs your help.” Keep private sins and unnecessary sensitive detail out of the report.

Notice readiness in children

These are conversation helps, not an examination. Use the assigned catechism's fuller guidance. Parents and mentors share what they notice; the priest discerns readiness according to the child's age, capacity and pathway.

First Confession

The child can distinguish a freely chosen wrong from an accident, understands that sin harms friendship with God and others, and knows that Christ forgives through the priest. Look for sorrow, a desire to do better and familiarity with the simple form of Confession.

Practise with an invented example. Never ask the child to disclose actual sins to a parent or mentor.

First Holy Communion

The child recognises that the Holy Eucharist is Jesus Christ himself, truly present under the appearances of bread and wine, and distinguishes it from ordinary food. Look for desire to receive him, reverence and understanding of the practical way to receive. First sacramental Confession comes beforehand.

Confirmation

The young person understands Confirmation as the strengthening gift of the Holy Spirit, freely wishes to receive it and is willing to live and witness to Catholic faith. Notice prayer, Mass, understanding of the rite and readiness to seek Confession as appropriate.

A baptised child becoming Catholic

Look for an age-appropriate understanding of Catholic faith and a desire to belong fully to the Catholic Church. The priest directs Confession, Reception and the remaining sacraments.

ADAPT THE CONVERSATION

Allow speaking, pointing, drawing or another suitable response. Bring questions about disability or communication to the priest so that readiness can be discerned fairly.

Simple records and support

Use the parish’s approved record system. Keep only what helps continuity: the meeting date, book and conversation, one practical step and whether referral is needed. Store and share records securely under parish and diocesan arrangements.

A simple meeting note

Field	Complete briefly
Name or parish reference	_____
Meeting date	_____
Book and conversation	_____ _____
One agreed next step	_____ _____
Follow-up needed	None / priest / safeguarding route Record no sensitive details here.
Next meeting	_____

Example of a sufficient note

Adult Confirmation, Conversation 1. Baptism and Confirmation distinguished. Next step: request baptismal record. Priest follow-up needed. Next meeting agreed.

Do not carry difficulties alone

Agree a named parish contact and regular support before beginning. Until another lead is assigned, contact Fr John. Ask early about unclear teaching, repeated obstacles or a concern beyond your role.

KEEP SEPARATE

Actual sins, detailed family circumstances and safeguarding disclosures do not belong in this routine meeting note. Safeguarding reports must be made immediately through their own process.

Contacts and governing guidance

Parish priest

Fr John Owens

07354 832195

john.owens@dioceseofnottingham.uk

Parish Safeguarding Representative

Hilari Chetwood

07734 690611

Diocesan safeguarding office

Diocese of Nottingham Safeguarding Office

0115 953 9849

safeguarding@dioceseofnottingham.uk

Office hours: Monday–Friday, 9am–5pm. Calls and emails are not monitored outside these hours. Do not delay urgent police contact; call 999 in immediate danger.

Parish support arrangement

Mentor lead, if assigned: _____

Contact: _____

Agreed check-in: _____

Governing guidance

Use the current preparation books and matching activity guides. Church teaching, canon law, approved liturgical books and diocesan direction govern each pathway. This induction does not replace safeguarding training or sacramental preparation.

Safeguarding and contact sources, checked October 2026:

cathparishmje.co.uk/safeguarding/

www.dioceseofnottingham.uk/departments/safeguarding

www.cbcew.org.uk/reporting-abuse/

Scripture quotations: ESV Catholic Edition. © 2001 Crossway. All rights reserved.

ONE CURRENT SET OF INSTRUCTIONS

Use this induction with the Pathway Master Sheet and Mentor Quick Guide. Use the current method and assigned materials for parish meetings.

Induction and commitment

This records parish role induction. The parish confirms safer recruitment, any required DBS check and diocesan safeguarding training separately before a mentor begins.

Field	Details
Mentor’s name	_____
Induction date	_____
Facilitator	_____
Assigned pathway	_____
Usual church and Mass	_____ _____

My commitment as a mentor

I have practised the conversation method. I will use the approved catechisms, preparation books and matching activity guides faithfully, hand on the Church’s teaching accurately and ask the priest about questions I cannot resolve.

I will support parents, who remain with their children during family mentoring meetings, and follow the approved meeting and communication arrangements. I will respect the privacy of personal sins, report safeguarding concerns promptly, seek support and leave sacramental readiness and arrangements to the priest.

Mentor signature: _____

Parish representative: _____

Date: _____

Close with prayer

Come, Holy Spirit. Give us wisdom to speak, patience to listen, courage to protect and humility to ask for help. Keep us faithful to Christ and his Church. Bless every person and family we accompany. Amen.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.