

Parish Mentor Quick Guide

Welcome Walk and Witness

Keep beside the books for your assigned pathway

BEGIN WITH THE PERSON

“How have you been?”

“Anything from Mass or last time you wanted to ask?”

Listen before explaining.

Use the two books

The preparation book gives the Catholic teaching. The activity guide helps you explore it through an opening question, activity, discussion, prayer and action. Open the matching conversation in both.

THE METHOD

Welcome and listen

Try the activity

Open the preparation book

Talk and check understanding

Pray together

Choose one practical step

Repeat, divide or adapt as needed. One conversation is not one compulsory meeting. Use an approved time and place; Sunday Mass, prayer and parish life remain central.

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

cathparishmje.co.uk • October 2026

One conversation at a time

1 Welcome and listen

Make the Sign of the Cross. Use the printed opening prayer where supplied. Ask the opening question and allow time for an answer.

2 Try the activity

Follow the printed instructions. Cards can be handwritten as you meet. Speaking, pointing or drawing may replace writing.

3 Open the preparation book

Read the indicated teaching slowly. Explain unfamiliar words and why the truth matters. Keep the Church's meaning clear.

4 Talk and check understanding

Use the discussion and essential questions. Let the person answer in their own words before checking the concise answer. Clarify without conducting an exam.

5 Pray together

Use the supplied prayer. Invite a simple intention and give the person time to join in.

6 Choose one practical step

Agree one possible action and the next meeting. Return to the action next time. Stop without adding unnecessary tasks.

NO ADVANCE LESSON PLANNING

The assigned books and ordinary items identified on the page are enough. No prepared talk, internet search, worksheets or craft project is needed.

Boundaries and help

Keep the role clear

- Parents remain involved with children. Use approved public or visible arrangements and parish communication channels; no private messaging or secret meetings.
- Never ask for actual sins or what was confessed. Practise Confession with invented examples only.
- The priest assigns the pathway, handles sacramental circumstances and discerns readiness. Do not promise dates or assume sponsorship.

When you do not know

“I do not know. I will ask Father and come back to you.” Use the book to clarify; refer unresolved questions.

When an answer is unclear

“Let us look at the teaching together.” Explain one point, wait and invite an answer in ordinary words.

When safety is involved

Listen calmly. Do not investigate, confront anyone or promise secrecy. Make the required factual record and report immediately through the diocesan safeguarding route or directly to police. Contacts are on the back.

IMMEDIATE DANGER

Call 999. Do not wait for the priest, the next meeting or a reply to an email.

A mentor meeting is not Confession and is not protected by the sacramental seal. Safeguarding details belong in the approved reporting process, not routine notes.

Contacts and next steps

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: Monday–Friday, 9am–5pm; not monitored outside these hours. Do not delay urgent police contact. Immediate danger: 999.

Record only what helps continuity

Date, book and conversation, one practical step and whether follow-up is needed. Record no actual sins or sensitive safeguarding details in ordinary progress notes.

Before you finish

- Has one central truth become clearer?
- Have we prayed and agreed one possible action?
- Does the priest or safeguarding office need a referral?
- Have we agreed the next meeting or support?

Come, Holy Spirit. Help me listen, speak truthfully, protect those entrusted to me and ask for help when needed. Amen.

Print the PDF on A4 landscape at 100%, double-sided, flipping on the short edge. Fold down the centre. Contact sources: parish and diocesan safeguarding pages; checked October 2026.