

Active Ministry

Those Clergy and Religious (both men and women) who are currently working with the general public in any capacity whatever, whether paid or voluntary.

Administer the sacraments

To deliver the sacraments which are the seven ceremonies instituted by Christ and used in the Church to bring people into contact with God in different ways i.e. Baptism; Confirmation or Penance for example.

Apostolate

The ministry or work of an apostle. A term covering all kinds/areas of work and endeavour for the service of God; the Church and the good of people. Aims to spread the Gospel and promote the work and mission of the Church.

Apostolic

Referring to the 12 apostles chosen by Jesus.

Apostolic Work

See **Apostolate**

Blemished Disclosure

A Disclosure Certificate which lists criminal conviction information for the applicant.

Canon Law

The juridical system of the Catholic Church.

Catechesis

Fundamental form of religious education.

Catechist

One who engages in religious instruction.

Children's Liturgy

The teaching of ritual prayer of the Church in a separate service specifically for children.

Clergy

Those chosen by God to serve Him and His people, set aside by ordination and with various duties and responsibilities.

Clergy/Religious Advisor

The Clergy/Religious Advisor, as a member of the Clergy/Religious, brings expertise and experience relating to the Catholic Church, to the safeguarding structure and leads in the promotion of safeguarding within the Clergy/Religious Congregations.

Cleric

See **Clergy**.

Clerical Attire

The official robes and dress for members of Clergy.

Competent Religious Superior

The name given to the person responsible for a particular group of religious members living together.

Has some authority in terms of the day to day life of the religious group.

Confession

The admission of guilt and asking forgiveness for sins, the necessary precondition for receiving Absolution in the Sacrament of Penance.

Confirmation

The anointing on the forehead of Christians to ratify their baptism and strengthen them for their work as Christians.

Normally, the minister of the sacrament is a Bishop.

CoR

Conference of Religious.

Countersignatory

A person within a Registered Body who is registered with the DBS to countersign applications and receive the Disclosure.

DBS Code of Practice

Organisations that wish to use DBS checks must comply with the [DBS Code of Practice](#), developed after a lengthy public consultation exercise with input from a range of organisations.

The Code of Practice is intended to ensure - and to provide assurance to those applying for Standard and Enhanced Disclosures - that the information released will be used fairly. The code also seeks to ensure that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

See also the [Home Office DBS Code of Practice webpage](#).

Deacon

A man ordained to serve and assist the Church, however not with the same status or authority as a priest.

Disclosure

The term that is used to describe the service provided by the DBS and the document issued to the applicant and Registered Body when a DBS check has been completed.

Ecumenically

Based on "ecumenism" - the movement which began in earnest after the Second Vatican Council promoting or tending toward worldwide Christian unity or cooperation.

Employer

For DBS purposes, the term "employer" is applicable to any organisation that employs workers whether they are paid or voluntary.

Enhanced Disclosure

These are for posts that involve a far greater degree of contact with children or adults. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

This level of check involves an additional level of check to those carried out for the Standard DBS check which is a check on local police records. Where local police records contain information that may be relevant to the post the applicant is being considered for, the Chief Officer of police may release information for inclusion in an Enhanced check.

Exceptionally, and in a very small number of circumstances (typically to protect the integrity of current police investigations) additional information may be sent under separate cover to the Countersignatory and should not be revealed to the applicant.

Eucharist

The sacrament of the Body and Bloody of Jesus Christ under the form of bread and wine, consecrated at Mass by the priest who represents Christ to his Church.

Ex Officio

By virtue of office or position; "by right of office." Often used when someone holds one position by virtue of holding another.

Extern Sister

A member of an enclosed, contemplative community of women whose role is to interact with the outside world e.g. shopping, attending to visitors.

Gospel Values

The fundamental teachings of Christ and therefore the values of the Church, as expressed in the Gospels.

Habit

The distinctive garb of a member of a Religious order.

Holy Communion

The act of receiving and consuming the Body and Blood of Christ under the form of the consecrated host and the consecrated wine, usually at mass.

Holy See

The Pope, as Bishop of Rome, occupies the See of Rome, which has primacy over all other Christian Churches; it is traditionally called the Holy See to mark this. This term can also refer to the various administrative offices which assist the Pope in different ways.

Host

The consecrated Eucharist in the form of bread.

ID Verifier

The appointed person who is approved to check original identity documentation for DBS application purposes. This has to be a person nominated and approved by the Diocese or Religious Order. For example, in a parish, the ID verifier is usually a Safeguarding Representative.

Judicial Process

The rules which determine the role of the judge, jury etc in the court room as well as the jurisdiction of individual courts over specific areas of law.

Laicisation

The process of dismissal from the clerical state (laicisation), or from a Religious Congregation, in accordance with the norms of Canon Law.

Laity

Or Lay people, the majority of members of the Church who are not set aside as clergy.

Major Superior

The person elected to be responsible for the whole congregation wherever they are in the world. This person is often based outside the UK and holds ultimate responsibility for the Congregation and its members.

Mass

The central act of Catholic worship, in which, after the reading of Scripture and prayers, the priest consecrates the bread and wine to become the Eucharist.

Novice

A novice is one who has been accepted by a Religious Order, who is given the opportunity to discern his or her vocation, and experiences the spirituality and work of that Order or Congregation.

Ordinary

Diocesan bishops, religious superiors and certain other diocesan authorities with jurisdiction over the clergy in a specific geographical area, or the members of a religious.

Paramountcy Principle

Parents, Local Authorities and the courts have a duty to safeguard the welfare of children and in legal proceedings it is the best interests of the child that are the primary consideration when determining what action should be taken.

Pastoral Care

Support offered by the Church including counselling or emotional support.

Pastoral Link Person

A person appointed by the Commission to provide pastoral care to those affected by abuse or those alleged to have committed abuse.

Pastoral Support

See **Pastoral Care**.

Penance

The acceptance that one has sinned, and the firm resolve to make a fresh start, best expressed in the Sacrament of Penance or Reconciliation, Confession.

Penitent

A repentant sinner (also known as a confessant) accuses himself of his sins to an ordained priest (known as confessor). The priest may then offer advice and imposes a particular penance to be performed. The penitent then prays an Act of Contrition, the priest administers absolution, thus formally forgiving the penitent of his sins, and finally sends him out with words of dismissal.

Pilgrimage

A long journey or search of great moral significance. Sometimes, it is a journey to a sacred place or shrine of importance to a person's beliefs and faith.

Postulant

One asking for admission into a religious order, both before actual admission and for the length of time preceding their admission and for the length of time preceding their admission into the novitiate.

It is also used to describe the ecclesiastical status of a person who has discerned a call to the priesthood and received parish and diocesan endorsement (see also **Seminarian**). The candidate retains postulant status throughout seminary, until ordination to the transitional diaconate takes place.

Presbytery

The house where the parish priest and curate lives, often adjacent to the parish church.

Province

An area of territory consisting of several dioceses, headed by an Archbishop OR name given to subdivisions of a Congregation usually on a geographical basis.

Provincial

Name given to the person responsible for the members of a congregation within a particular geographical territory; holds authority within their geographical remit.

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Reconciliation

Process of making up differences, forgiving and being forgiven. Refers also to the Sacrament of Reconciliation or of Penance, also known as Confession.

Registered Body

Organisations that have registered directly with the DBS in order to use DBS services. CSAS is the Registered Body for the Catholic Church of England and Wales.

Religious Superior

Name given to the person responsible for a particular group of religious members living together. Has some authority but only in terms of the day to day life of the group.

Retreat

A retreat can either be a time of solitude or a community experience. Some retreats are held in silence, and on others there may be a great deal of conversation, depending on the understanding and accepted practices of the host facility and/or the participant(s).

Sacramental Practice

The way sacraments are celebrated.

Sacramental Seal

The seal by which a confessor is bound to keep secret all that is said to him. The priest cannot insist that such secrecy binds the penitent, who has the right to speak outside the confessional, especially if the penitent considers what was said has gone beyond the requirement of sacramental practice.

Safeguarding Commission

One of the key recommendations of the Cumberlege Commission was the setting up of Safeguarding Commissions in each Diocese.

The Safeguarding Commission is accountable to the Bishop/ Congregation Leader and Trustees of the Diocese/Religious Congregation and has a regulatory, advisory and supportive function.

It exists to discharge these functions at a strategic level in all matters relating to Safeguarding in Dioceses/ Religious Congregations and Seminaries.

For more information about the recommendations see [the Cumberlege Commission and Safeguarding Commissions website](#).

Safeguarding Co-ordinator

Safeguarding Co-ordinators are accountable to the Bishop, Congregational Leader or Seminary Rector and the appropriate Trustees for

- Leading on implementation and management of safeguarding and child and adult protection policy and practice within the Diocese, Religious Congregation or Seminary;
- Developing and implementing best practice in national and local initiatives to minimise the opportunity for abuse to occur;
- Informing and advising the Bishop/Congregational Leader on best practice in managing all concerns and allegations relating to children and adult at risk;
- The provision of national safeguarding training modules.

Safeguarding Lead (Religious)

The Safeguarding Lead is accountable to and supportive of the Congregation Leader in the implementation of all Child and Adults Protection Policies for Congregations with members in England and Wales.

The Safeguarding Leads assists in the creation of best practice in the prevention of and response to abuse of children and adults at risk, at the level of the religious congregation. The role informs and advises the Congregation Leader on best practice in managing all matters relating to abuse of children and adults at risk, in collaboration with the allocated Safeguarding Co-ordinator.

Safeguarding Plan

An agreement between those (Clergy/Religious or Parishioners who wish to remain in the Parish) alleged to have committed abuse and the Safeguarding Commission and the Bishop/Congregation Leader. The Safeguarding Plan details out restrictions on ministry intended to protect the public. Safeguarding Plans are reviewed to take account of changes in the circumstances of individuals.

Safeguarding Representative

Appointed to ensure that child protection policies and procedures are known and followed; that awareness is raised and that safeguarding principles are worked through into everyday practice. "A Programme for Action" 2001). The Safeguarding Representative is also the **DBS ID Verifier** for the parish.

Safeguarding Self Declaration (SSD)

The Safeguarding Self Declaration is a form that is completed and signed by the DBS disclosure applicant and passed under separate and confidential cover to the person responsible for the

recruitment process/decision. The SSD provides the opportunity for the individual to voluntarily disclose criminal conviction information.

Seal of the Confessional

The absolute confidentiality for Catholic priests of anything that they learn from penitents during the course of confession.

Seminarian

A student for the priesthood, attending a Seminary.

Seminaries

A training place for students to the priesthood.

Support Facilitator

A person appointed to be responsible for identifying the support needs of either a person affected by abuse or a person accused of committing abuse. This person ensures that the support needs of all involved in each case are addressed.

Temporarily Professed

A member of a religious congregation who has completed the novitiate stage of formation but has not yet made final or perpetual vows. Usually during temporary profession, a religious applies to renew their vows each year. This period of formation can be from 3 to 9 years in duration.

Testimonial of Suitability

Diocesan Clergy from outside the territory of the Bishops Conference of England and Wales, who will be engaging in public active ministry in any Diocese within the territory of the Bishops' Conference of England and Wales, will require the prior permission of the Diocesan Bishop to undertake that ministry. Permission will only be granted if the Diocesan Bishop obtains satisfactory written confirmation from the individual's own Bishop that he is a cleric in good standing and that there are no concerns, allegations or criminal convictions relating to any sexual misconduct with children or adults.

Ordained Religious who will be engaging in public active ministry in any Diocese within the territory of the Bishops' Conference of England and Wales may do so with the permission of their Congregational Leader provided that they are attached to a Province whose territory includes all or part of the territory of the Bishops' Conference of England and Wales. Permission will only be granted if the Congregational Leader is satisfied that the individual is in good standing and that there are no concerns, allegations or criminal convictions relating to any sexual misconduct with children or adults.

Religious who are attached to a Province whose territory is outside the territory of the Bishops' Conference of England and Wales, and who will be engaging in public active ministry in any Diocese within the territory of the Bishops' Conference of England and Wales, will require written confirmation from the Congregational Leader with jurisdiction in England and Wales that the individual has permission to exercise ministry from his/her own Congregational Leader, that he/she is in good standing and that there are no concerns, allegations or criminal convictions relating to any sexual misconduct with children or adults.

Vicar General

The Bishops deputy for all matters or deputy to the General Superior for the Religious.

Volunteer

A person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.