

Queen of Peace Children's Ministry
Volunteer Information: Policies & Procedures 2009-2010

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Mission: The mission of Children's Ministry is to assist parents in their important role of passing on the faith to their children. The parish partners with parents to raise Catholic Christian disciples.

Children's Ministry (CM) Program Information: CM faith formation children are integrated with parish adults and youth into Whole Community Faith Formation (WCFF) sessions, which meet weekly, on Sundays, between the masses, 9:45-10:45am from September through May. The childcare & preschool programs also meet weekly during the masses and WCFF sessions.

In addition, CM continues to offer sacramental preparation for First Reconciliation & Eucharist, Children's Liturgy of the Word, & special events such as field trips, craft & service projects, family activities, the Christmas Craft Hour & summer vacation Bible school.

Volunteers continue to provide leadership for these programs & activities. Volunteer orientation & training meetings prepare parish members for their roles of service in these important ministries. Volunteer requirements are outlined on the volunteer registration form.

Please contact Tricia Boyle, CM Coordinator, for program or volunteer registration information.

CM Program Calendar & Communication Sources: The CM Program Calendar outlines meeting dates/times & other important information for WCFF, such as staff in-service & parent meetings, parish events, Children's Choir singing dates, as well as, sacramental preparation activities for First Reconciliation & Eucharist & other special events. It also lists the weekly WCFF meeting dates & grade school schedule from the Blest Are We religion textbook. Please use it to mark your personal home calendar with this important information.

The weekly parish bulletin insert *Growing in Faith*, the WCFF weekly email newsletter & CM Staff weekly email/mailed newsletter also provide additions & changes to dates/times of events. Please check these sources regularly for current information & contact the parish office or check the QP Website: www.qpsalem.org. To view the weekly parish bulletin, CM Calendar, CM Staff News or print parish/faith formation, background check or volunteer registration forms.

Please contact Tricia for assistance in creating or copying parent letters, home assignments, field trip permission slips or other memos you wish to send home with children.

Join the CM Team! CM programs operate based on the availability of trained volunteers. Positions include the following: classroom catechists & aides, receptionists, Children's Liturgy of the Word leaders & aides, Faith Formation Advisory Committee members & special event helpers. Job descriptions are available for the above positions.

Those called to serve the children of our parish are asked to complete the volunteer requirements outlined on the volunteer registration form available from the parish office. These requirements

include completion of volunteer registration & background check forms & participation in orientation & the Called to Protect Sexual Abuse training, as well as, position specific training, as appropriate.

Grade level catechists & aides for our WCFF sessions are generally our greatest need. Please prayerfully consider how you may be called to share your faith, time & talents to support CM programs. Join the CM team, share your faith & make a difference in the life of a child. The rewards are heavenly!

Whole Community Faith Formation Program (WCFF)

General Information: WCFF is event-centered, lifelong, intergenerational faith formation for everyone in the parish! All ages (adults, youth & children) gather on Sunday mornings between masses, 9:45-10:45am to build community & grow in our faith. Most Sundays, adults are invited to participate in adult faith formation sessions while youth & children break out into peer learning groups, with seasonal intergenerational events held. Youth & children grow in their knowledge & practice of faith as adults witness the importance of lifelong learning & spiritual growth.

Childcare & preschool programs are provided during Sunday masses & WCFF in the nursery room off the gym. Our youngest parish members receive TLC by trained caregivers who engage them in age appropriate religion readiness activities.

Registration: Parish families are invited to register with the parish and/or register for youth and children's faith formation programs by completing both sides of the parish/faith formation registration form. Adults are invited to register in the parish, but do not need to register for WCFF. Those interested in information on sacramental preparation programs may request information by checking the appropriate box in section 3 of the registration form. A separate registration form and information will be mailed.

Program Fees: Rather than requiring program registration fees, we are asking each family to prayerfully discern their ability to support parish faith formation programs. Suggested donations are as follows: \$25/person/year for WCFF; \$35/child for Year 2 of sacramental preparation. Donations may be offered anytime during the year. Please mark "WCFF" on the check memo line. Thank you for your generous support of our Faith Formation Ministries.

Schedule: WCFF meets weekly on Sunday morning between the masses, 9:45-10:45am. Please see the CM Program Calendar for the meeting schedule.

8:30-9:50am Registration & Name tags/Fellowship/Opening Session-Gym

Registration & Name tags:

Adults: Turn in registration forms, make name tags & check resources @ tables on South wall
Kindergarten-Grade 5 children check in on appropriate grade level attendance list & make name @ table on East wall

Infants-toddlers & preschoolers to nursery room – enter through doors on East wall

Fellowship: Community building time over coffee & donuts located @ South wall

Opening Session:

Includes music, singing & opening prayer followed by announcements & dismissal to peer learning groups as follows (unless group staying together for All Ages session):

Catechists pick up notebook from CM registration table & meet on West end of gym under grade level signs then lead Kindergarten-Grade 5 children to the school building

10:00-10:45am Learning Sessions:

All Ages Sessions – On occasional Sundays the group stays together in the gym for learning activities

Peer Learning Groups – Most Sundays, age levels break out into peer learning groups (Break Out Groups – BOG) as follows:

Adults-Gym

HS Youth-Youth Center

MS-Youth- QP School Library

Kindergarten-Grade 5-QP School classrooms (Kind. – Gr. 3 meets in respective classrooms, Gr. 4/5 meet together in the Gr. 4 room; Gr. 5 is an overflow room used by Gr. 2 as needed)

CM Parent Meetings & Staff In – Service Meetings - QP School Gr. 6 classroom

HS Confirmation Meetings - Chapel

10:45 am Dismissal:

Adults dismissed to pick up children in the school from their classrooms

HS and MS youth dismissed to meet their parents in the gym

Children remain in the classrooms until responsible party comes to pickup the child – do not allow child to leave classroom to meet their parent in the parking lot or gym

Program Components: The opening session offers adults, youth & children the opportunity to get acquainted over coffee & donuts, sing, pray & receive instructions for the session. The All Ages & peer learning group sessions offer a variety of learning experiences. Peer group learning sessions provide systematic & comprehensive age appropriate faith formation activities while All Ages session build community while having fun and learning about our faith. Home activities, handouts & other resources reinforce & extend the learning into our work, school & home lives.

Adult faith formation sessions & parent meetings orient parents to the program services, help them to learn about their faith, grow spiritually & prepare them to serve as family faith leaders in their homes.

Sacramental Preparation parent meetings specifically prepare parents to work with their children at home on readiness for celebrating the sacraments of First Reconciliation & First Eucharist. Please see the CM Program Calendar for specific sacramental preparation event information.

CM staff training meetings & grade level team meetings offer catechists & aides the opportunity to grow in their theological knowledge & spiritual formation, as well as coordinate program & classroom activities. Please see the CM Program Calendar for the Staff In – Service Meeting schedule.

CM Curriculum Focus: Peer group learning sessions include a variety of activities and curriculum resources. The primary emphasis includes reinforcing the lectionary theme of the day & presenting the Blest Are We unit and/or seasonal chapter material. Most weeks the catechist will offer a brief reinforcement of the lectionary theme then focus on one concept from the assigned Blest Are We unit chapter and/or seasonal chapter scheduled for that week. One class session each year will be devoted to presenting the Call to Protect sexual abuse prevention program lesson material designed for each age level adults, youth & children. In addition each class is expected to plan at least one ministry service project during the year.

Class Schedule, Lesson Planning & Resources:

Class Schedule: Each team needs to develop a class schedule so that each teacher follows a similar routine of activities. With several teachers leading the learning sessions, it is important to develop a routine that catechists follow in a consistent manner.

Special needs (learning abilities, food or medical allergies, etc.) are indicated on your class list. Please take special note of food allergies, such as peanuts, and take these into account in your lesson planning, behavior management strategies, and food service plans. Please feel free to contact the parent with questions, concerns or to discuss child's needs.

Lesson Plans: A written plan is helpful to clarify the goals of the lesson, order of activities, supplies and equipment needed, etc. Your catechist guide offers a guideline for each chapter lesson. Please contact Tricia for assistance in lesson planning or for needed supplies.

As the learning session time is very short, it will be extremely important that the catechist prayerfully & thoughtfully prepare focused & succinct teaching segments. Each catechist is given a Blest Are We teaching guide for use in preparing to present the lesson. The intent is to choose the main point from the chapter then plan creative activities to teach & reinforce this one point in a variety of ways. Not all the learning content or suggested activities in the catechist guide will be used on any given week as there is much more material to cover than is possible given our time limitations. The curriculum is designed so that key elements of the faith are introduced each year as well as topics from previous years reinforced. Other activities such as seasonal lessons, the Called to Protect material & ministry service projects will be included in the overall lesson plan schedule. The CM Program Calendar outlines the liturgical Sunday of the year & the weekly chapter assignments from the Blest Are We program.

*A variety of resources are available to reinforce the lectionary readings of the day. Each class receives a copy of the lectionary resource Living Word! Living Water! The weekly WCFF & CM staff email newsletters also provide resource information, as well as regular handout materials. Each class has the option of using the "Worship Bulletins" as an additional in class or take-home assignment. Please request copies from Tricia at the front desk. Another resource is *Bringing Home the Word*, a lectionary resource to assist the family in preparing for Sunday mass. It is available at the WCFF resource table or in the gathering area on tables by the church doors.*

It is important to plan activities that engage as many senses and learning styles as possible. Children learn best when multiple senses are engaged. Most children prefer active and "hands on" activities over lectures and worksheets. Your teacher guides offer background information on working with children & tips for creative lesson planning. Additional resources on use of drama, skits, crafts, music, games, prayer, etc. are available on the top shelf of the CM #1 cabinet in the Grade 6 classroom. Each grade level also has several supplemental components offered by Blest Are We to assist in creative lesson planning such as the Classroom Activities and Projects books, music CD, and grade level DVD. These should be in your class baskets.

Student Textbook: The class set of student books will be kept in the Gr. 6 storage cabinets between class sessions. Please do not label books with individual student names or send home textbooks with students. Parents may request to purchase an individual book for their child to use at home. Please refer such requests to Tricia. Otherwise, the class set is used without a book belonging to a specific child. The intent is to decrease the number of books needed & to avoid holding books for students who come only once or do not attend on a regular basis.

If preferred, you may “dissect” your student books by tearing out the chapters in advance, stapling pages together then sending them home with students on a weekly basis. Your teaching team needs to decide which method you will use – keep books whole or tear apart on a weekly basis. One of your classroom aides, a general helper or our front desk receptionist may be available to assist with tearing out pages. Please contact Tricia to request assistance if needed.

Teaching Teams: Each grade level (Kindergarten-Grade 5) forms a team of catechists & aides who share responsibilities for planning & leading learning activities. The teaching team meets to discuss how these responsibilities will be shared & develops a teaching rotation schedule including aides. Each week at least one catechist & one aide should be available for leading learning activities. In the case of teams including students from Mt. Angel Seminary, the students may never be left alone with the class as the sole catechist. For safety reasons, it is always preferable to have at least two non-related adults in the classroom at all times. Communication between team members is essential. A staff contact list & teaching rotation form are available. See the Catechist & Aide Job Descriptions for additional information on specific responsibilities.

Meeting Locations: Kindergarten meets in the Kindergarten room; Grade 1 meets in the Grade 1 room, Grade 2 meets in the Grade 2 room, Grade 3 meets in the Grade 3 room, Grades 4/5 meets in the Grade 5 room. The Grade 4 classroom is available as a breakout meeting space for Grade 2 overflow as needed. Please schedule Grade 5 room use with Tricia.

Catechist training meetings generally take place in the Grade 6 classroom after WCFF dismisses, from 11am – 12noon. Childcare for infants-toddlers & preschool children takes place in the nursery room off the gym during and between the masses. During staff meetings, the childcare generally takes place in the library. Please RSVP your meeting childcare needs to Tricia.

Catechist & Aide Arrival, Set Up/Clean Up:

The front red doors of the school building are locked at all times. For security purposes, a receptionist will be at the front desk areas to monitor arrivals/departures. Please knock loudly and/or ring the bell for entrance if you do not see someone at the front desk.

Catechists and aides are welcome to arrive at 8am to prepare for the learning sessions. Early arrival allows adequate time for set up, instructions to team members, information on last minute changes to the schedule, and an opportunity to start the morning in a relaxed manner. You may access the building after 8am or make arrangements with Tricia for earlier arrival.

Volunteer Check In: Each team member is asked to check in on the attendance clip board at the front desk and check your “class pile” for memos, newsletters, Worship Bulletins, requested supplies, etc. Also, please pick up your basket and supply caddie from the Grade 6 cabinet.

Opening Session- Gym: It will be very important for each team to assign a team member to attend the opening session in the gym in order to escort your group of children safely to the school building. Most weeks the children will be dismissed from the opening session about 9:55am to line up behind you on the West side of the gym. Take your attendance notebook from the registration table to hold up as a “sign.” Plan to exit the gym through the youth center and enter the school building through the north doors (playground end of building). A door monitor will make sure you have access to the building. The kindergarteners may find it helpful to hold onto a rope (in the class basket) to keep the group together while in transit.

Clean up: At the end of the session, please return the classroom to its original order, close windows, pick up paper scraps from the floor, wipe up spills on tables or the floor, turn off lights and return student textbooks, supplies, baskets, and caddies to the storage cabinets in Grade 6 classroom.

The teacher work room is available for making copies or as a workspace. Please use the CM paper provided on the table and record the number of copies made on the clipboard. Also, please indicate any problems with the copier machine. Please request special colors or sizes of paper in advance from Tricia. CM provides all its own consumable supplies, so please do not use any consumable items from the teacher workroom or classrooms.

Please use red recycle bins provided in classrooms for newspapers, paper, extra handouts, etc.

Please note the condition/arrangement of classroom, i.e. tables, chairs, etc. upon arrival, leaving the room as you found it upon your departure. **Please DO NOT uncover or use the Smart Boards or computers in the classrooms.** Please return all furniture to original arrangement at the end of the session. Please place chairs on top of desks. Plastic tablecloths or disposable plastic are available to cover tables during “messy” projects. Please clean up spills, paper scraps, etc. Please caution children about respecting and not disturbing contents of QPS children’s desks, cubbies, teacher workspaces, special table projects, etc. We should strive to leave the space better than we found it.

Please be ready to warmly greet children upon their arrival. It is very important to learn and use their names. All team members and children should wear nametags. Children will make new nametags each week at the registration check in table. Staff will be provided permanent name tags. Plan get-acquainted games the first few weeks and when a new member joins the group.

Please take attendance at the beginning of each class, for the purposes of having an accurate accounting of all children, youth or adult helpers in case of emergency evacuation. All children, youth, and adults should be included on the list for emergency evacuation purposes. Also, please record visitors on the attendance sheet. Please take the attendance notebook with you when your class leaves the building. At the end of the morning, please return the notebook to the front desk before departure.

QP School and CM Staff Communication: A CM Staff Contact List will be available for use in communicating between team members. Please respect confidentiality of information, especially unlisted numbers or addresses. Staff newsletters are published as needed and emailed or mailed to staff. Please contact Tricia with questions, concerns, suggestions, or comments between session meetings. **CM/QP School Staff Communication:** It is essential that good communication occur between the CM and QP School staff. A communication notebook is available in the classroom in which to write notes back/forth to the school staff regarding incidents or issues that may occur, or to offer words of appreciation or encouragement to one another. Please be in touch with your classroom counterpart regarding heat operation procedures, use of the TV/DVD or DVD music player and any other special space sharing considerations or instructions. Contact the QP school office to leave a message for your classroom counterpart. The telephone number is 503-362-3443. Karen Hansson is the receptionist.

Catechist and Aide Training: Participation in an annual volunteer orientation session and on-going in-service training prepares and supports catechists in their ministry service. Staff In – Service meetings offer an opportunity to participate in theological and spiritual formation training, discuss concerns, do program planning and foster communication between team members. Team meetings

offer the opportunity to discuss concerns specific to your teaching team. Opportunities for Archdiocesan sponsored training, retreats, and workshops are available from Tricia. You will be notified of upcoming events through our email newsletters and notes in your class piles.

First Aide, Emergencies & Safety Awareness:

First Aid supplies are located in each classroom and at the front desk in the marked box. Notify the front desk receptionist of any emergency situations that arise. If warranted, call 911 from the classroom telephone before contacting the front desk. **DO NOT** attempt to treat injuries or illnesses involving bodily fluids or bodily fluid clean up. For simple scratches or cuts, ask child to wash wound and apply band aid them selves, if possible, assisting if needed, taking necessary safety precautions.

Illness/Accidents: Contact the front desk receptionist for assistance. Use the classroom phone for 911 emergency calls.

Emergency Evacuation Procedures are posted on each classroom wall near the doorway. Please take time to become familiar with the suggested route for your location. A very loud alarm will sound in the case of emergency. Take attendance notebook, ask children to line up and calmly and quietly walk the children to the designated meeting place outdoors –near the covered storage area on the basketball court. Count each child, youth, and adult to be sure everyone is present. Hold up the green side of the notebook for all present; the red side for missing a child, youth, or adult. Wait for the all-clear sign from the CM Coordinator.

Bathroom Procedures: As a general rule, it is best not to be alone with a child particularly in a secluded location such as a restroom. This is for the protection of the child as well as the volunteer. If a child needs to use the restroom (main hallway) use the “buddy system” and ask another child to accompany you. When you arrive at the rest room, call in to ask if anyone is in the restroom then once it is clear, send the two children into the restroom together while you wait outside in the hallway.

Children must be escorted from the gym to the school for peer group learning sessions at approximately 9:55am. Please arrange for a team member to take this important responsibility. Class signs (use your attendance notebook) are available for use in leading group. Watch for cars when crossing between buildings. Do not leave school doors propped open. A monitor will assist with entrance to the building, as doors must remain locked for security purposes.

Dismissal: Parents will pick up children from the classroom at 10:45am when the adult session dismisses from the gym. Please do not release a child to anyone other than a responsible party as designated by the parent or let a child loose to meet a parent in the gym or parking lot. This can be a chaotic time of day and every effort must be made to protect the safety of the children. Younger ones may try to “escape” to find a parent – please keep the classroom door closed if necessary or have children wait on the rug until their parent arrives.

Called to Protect (Child Abuse Prevention) Training & policy pamphlets are available for all volunteers. Please contact Tricia with questions, concerns, or to discuss child abuse reporting procedure. All volunteers age 18 and older are required to attend the initial Called to Protect Training session, sign the Code of Conduct & participate in annual online updates through the Armatus system. Watch the bulletin for dates of Called to Protect Training sessions.

Resources, Equipment, and Supplies:

Catechist resources, i.e. books and bibles are available in the CM closet, videos in the library. You are welcome to check out planning resources to take home. See check out items on the clipboard provided on the shelf in the cabinet. Please return items to the shelf and mark them off on the clipboard.

Copy machine, paper cutter, hole punch, etc. are available for use in the teacher workroom. CM provides its own paper. A sign in clip board & copy paper is located on the counter by the copy machine. Please do not use consumable items that belong to the school. CM supplies are located in the Grade 6 classroom storage cabinets to right side as you enter the room.

TV/VCR, CD player, and telephone are available in each classroom for your use.

You are welcome to use any of the CM supplies, resources, or equipment provided in the storage cabinets in the Grade 6 classroom. Please return them to their original location. If you use the “last” of something, please notify Tricia.

Supply Reimbursement: If you need supplies not located in our supply cabinets, you may purchase them yourself, then fill out a “Supply Reimbursement” form and submit to Tricia for repayment (forms available at front desk).

Class basket and supply caddies are stored in the Grade 6 classroom, CM cabinets. They provide storage for items used in weekly teaching sessions. Please return them to their designated shelf/space in the cabinet at the end of your teaching session.

Prayer table supplies are available for creating a prayer space in your classroom. They are located in the Grade 6 classroom, CM cabinet.

Tote bags are provided to newly registered children and staff for the purpose of carrying items to/from weekly sessions. They are available in the Grade 6 classroom, CM cabinet while supplies last.

MISC.:

Attendance Notebook: Please take attendance for all children, youth, and adult volunteers/parents present while waiting in line in the gym and again upon arrival in classroom, taking attendance notebook with you in case of emergency evacuation.

Class lists: A list of registered children will be provided and updated weekly. Please note special needs of children and respect confidentiality of this information as well as personal family information. DO NOT recycle these lists. Please return outdated lists into Tricia at the front desk for shredding.

CM Calendars are available at the front desk or online at www.qpsalem.org

Lesson Planning Forms are available for use in creating a written lesson plan for learning sessions.

Staff Contact Lists are available at the front desk. Please DO NOT recycle outdated copies, rather turn into Tricia at the front desk for shredding.

Supply Reimbursement Forms are available for use when staff purchases supplies and reimbursement is desired. Please complete form, attaché receipt, and turn into Tricia.