

# Volunteer Requirements and Program Job Descriptions

Queen of Peace Children's Ministry

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## Children's Ministry Volunteer Requirements:

- Complete a volunteer registration form (annual)
- Complete a background check form (every 3 years for those ages 18 and older)
- Participate in orientation meetings and training as appropriate to your position (annual)
- Participate in Called to Protect initial training & annual online updates (for those ages 18 and older)
- Participate in program and staff evaluation (annual)
- Contact the CM Coordinator or Grade Level Team members if you are unavailable for your scheduled assignment or with questions/concerns/needs that may arise throughout the year.

## Program Job Descriptions:

- Grade School Catechist
- Grade School Aide
- Receptionist
- Children's Liturgy of the Word Leader
- Children's Liturgy of the Word Aide
- Faith Formation Advisory Committee Member
- Special Events Helper

### Job Title: Grade School Catechist

**Responsible to:** Children's Ministry Coordinator

**Length of Commitment:** Program Year (September-May)

**General Responsibilities:** In partnership with a grade level team, catechists plan, prepare, and lead a learning session with a group of grade school children on Sunday mornings, between masses, 9:45am-10:45am, during Whole Community Faith Formation sessions. Teaching time is approximately 1 hour/week, excluding planning/preparation time. Training, resources, and supplies provided.

**Grade 2 Catechists** assume additional responsibilities related to sacramental preparation program activities. Catechists may also be asked to assume supervision and evaluation of a Mt. Angel Seminary student who serve as catechists in our program.

**Specific Duties:** Catechists participate as part of a teaching team including other catechist/s and classroom aide/s with support from the CM Coordinator. Catechists work in collaboration with team members to: develop a class routine and teaching schedule, coordinate lesson plans, prepare to lead learning activities, share teaching responsibilities, and foster communication with team members, parents, and the CM Coordinator. A staff contact list will be provided. All team members are encouraged to participate in occasional team and staff in- service meetings, in-service and annual program evaluation.



**Lead Catechist:**

- Use program catechist resources to plan age appropriate learning activities according to schedule provided.
- Prepare needed supplies and secure equipment for learning activities.
- Early arrival is important to get the morning off to a good start. Please check in on the attendance list and pick up your “class pile” from the front desk, allow time for set up, to give instructions to assistant catechist and aides, and to begin the learning session on time.
- Designate a team member or two to meet children in the gym to escort them to the classroom for the learning session.
- Provide name tags for children and encourage staff to wear them as well. Learn and use names of children, staff and parents.
- Take attendance upon arrival in the classroom, update with late arrivals, keep your attendance notebook accessible in case of emergency evacuation and leave attendance notebook at the front desk at the end of the morning.
- Provide leadership and direction to staff and children including emergency drills and medical needs. Communicate with CM Coordinator regarding emergencies, illnesses, injuries or accidents.
- Oversee clean up activities, including returning classroom to original order, supplies, and class baskets and caddies to CM closets.
- Coordinate with team members on learning session schedule, teaching rotation schedule, lesson planning, and special activities (i.e., guest speakers, field trips, service projects)
- Become familiar with location of program supplies, teacher resources, equipment, first aid kit, etc.
- Participate in seminary student evaluation (December) and ongoing supervision, as appropriate.

**Assistant Catechist:**

- If your class is blessed with several catechists, you are encouraged to participate in classroom activities on the weeks when you are not the lead catechist. On these weeks you serve as an assistant catechist.
- Arrive early to assist lead catechist with set up tasks, learning session activities, and staying after to help with clean up as needed.
- Coordinate plans for next scheduled learning session, taking home lesson planning resource materials and supplies as appropriate.

**Job Title: Grade School Aide**

**Responsible to:** Catechist/s

**Length of Commitment:** Program Year (September-May)

**General Responsibilities:** Assist catechist/s with learning activities for group of grade school children on Sunday mornings, between masses, 9:45am-10:45am, during Whole Community Faith Formation sessions.

**Specific Duties:** Aides participate as support members of a teaching team to provide assistance to children and catechists during learning sessions.

- Arrive early to assist with set up activities and receive instructions from lead catechist.
- Assist with activities as requested by catechists. Activities may include: bringing children over from the gym, picking up supplies, making copies, taking attendance, setting up or helping a child with an activity, taking a child to the restroom (use the buddy system – 2 children), picking up children from the gym before the learning session, etc.
- Assist with clean up activities after the learning session such as wiping desktops, picking up paper scraps from the floor, putting away supplies in the Gr. 6 classroom, etc.
- Coordinate with team members on work schedule. Notify catechist in advance if you will be unable to work on your scheduled work week. A staff contact list will be provided.
- Become familiar with location of program supplies, teacher resources, equipment, first aid kit, etc.
- Participate in annual orientation, team and staff in-service training meetings as appropriate.

**Job Title: Receptionist**

**Responsible to:** Children's Ministry Coordinator

**Length of Commitment:** Open

**General Responsibilities:** Perform receptionist duties in the school building on Sunday mornings during mass and/or between masses, from 9:00am - 11:00pm.

**Specific Duties:** Receptionist works at front desk area of the school building performing duties such as setting out "class piles", greeting volunteers, parents, and children, providing registration forms and information, addressing emergency or medical needs, assisting volunteers with student or classroom needs, keeping front area secure while doors are unlocked, etc. On-the-job training provided. Work schedule is based on volunteer availability.

**Job Title: Children's Liturgy of the Word (CLOW) Leader**

**Responsible to:** Children's Ministry Coordinator

**Length of Commitment:** Open

**General Responsibilities:** Lead CLOW with a group of grade school children during Sunday mass. Flexible sign up based on leader availability. Training, resources, and supplies provided.

**Specific Duties:** Leader works on a flexible schedule, leading CLOW as often as desired. Leader meets with CM Coordinator for an orientation meeting and receives lesson planning resources. Leader then signs up for Sundays he/she wishes to lead. On scheduled Sunday, leader arrives early for set up and to notify Pastoral Assistant of intent to lead CLOW that morning.

**Job Title: Children's Liturgy of the Word (CLOW) Aide**

**Responsible to:** Children's Ministry Coordinator

**Length of Commitment:** Open

**General Responsibilities:** Assist leader with a group of grade school children during Sunday mass CLOW session. Sign up available in ministry room. Duties include assisting leader with activities and redirecting children's attention in positive ways.

**Job Title: Faith Formation Advisory Committee Member (FFAC)**

**Responsible to:** Children's Ministry Coordinator

**Length of Commitment:** Meets as needed during program year Sept. – May; Term open

**General Responsibilities:** Participate as a committee member in collaboration with parish staff to develop and implement a comprehensive catechetical plan for parish children. The committee meets monthly, or as needed, at a mutually convenient date and time.

**Job Title: Special Events Helper**

**Responsible to:** Children's Ministry Coordinator

**Length of Commitment:** Based on your availability for "one-time" events

**General Responsibilities:** Provide assistance with various aspects of "one time" events such as Sacramental preparation activities, the Christmas Craft Hour, summer vacation Bible school, Whole Community Faith Formation sessions, service projects, etc.