

ST. PATRICK'S CHURCH

Volunteer Ministry Position Description

Liturgy of the Word for Children Coordinator



Overview

This ministry adapts the celebration of the Liturgy of the Word to give children an opportunity to receive and respond to the Sunday readings at a level appropriate to their age. It enhances children's liturgical experience and nurtures their participation in the life of the Church. The Liturgy of the Word for Children Coordinator oversees the Liturgy of the Word for Children in the parish.

Activities/Responsibilities (list may be adapted as locally appropriate)

- Recruits, trains, supervises and evaluates Facilitators and Volunteers
- Maintains contact lists of Liturgy of the Word for Children Facilitators and Assistants
- Submits changes to this list promptly to the Parish Volunteer Screening Coordinator
- Arranges scheduling of Facilitators and Assistants
- Ensures availability of appropriate resources and recommends purchases to the Pastor
- Meets regularly with Facilitators to offer support, suggestions and feedback
- Available to meet with parents or guardians as needed
- Participates in parish and diocesan training events as available
- Follows Liturgy of the Word for Children formats from the diocese and Pastor

***The Two Adult Rule should be exercised when interacting with children and youth under 18 years of age.**

Skills, Experience, Personal Traits and Qualifications

- Must be at least 18 years of age and a volunteer in the parish for at least one year
- Is a fully initiated Catholic who actively participates in parish worship and life
- Recognized in the parish as a person of good reputation, prayer and generosity
- Knowledgeable about the teachings of the Catholic Church and their application for children
- Familiar with diocesan and national guidelines for the Liturgy of the Word for Children
- Has leadership, facilitation, presentation and group dynamics skills
- Communicates well in a helpful, supportive non threatening way with children and parents
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum

Screening Checklist for this High Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Three personal reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation; Completion of on-line training program for the vulnerable.
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date _____