

# ST. PATRICK'S CHURCH

## Volunteer Ministry Position Description

### Liturgy of the Word for Children Team Member



#### 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 Team Member assists in this ministry as catechist, facilitator, assistant or helper as needed

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

- Prepares for each Liturgy by reviewing the Scriptures prior to the session
- Sets up the liturgical environment prior to the beginning of mass and cleans up after mass
- Escorts children to the meeting place prior to the proclamation of the Word in the assembly
- Ensures that children return to the main assembly after the homily
- Ensures that at least two unrelated adult volunteers are present at all times
- Leads the children in worship, following guidelines, curriculum, and Church teaching
- Shares the faith accurately and seeks support when necessary
- Facilitators supervise any Assistants or Helpers who may be present
- Available for planning meetings and feedback sessions as required

**\*The Two Adult Rule should be exercised 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
- Is familiar with the Liturgy and the teachings of the Catholic Church
- Should be a person of prayer with a spirit of gentleness, generosity and creativity
- Familiar with diocesan and nation guidelines for Liturgy of the Word for Children
- Able to present and facilitate well in meetings and group dynamics
- Able to foster prayer and participation amongst the children
- Relates effectively in a helpful, supportive, non threatening way with children and their 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 Forms
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Three 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

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Parish Volunteer Screening Coordinator

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Pastor

Date \_\_\_\_\_

RC Bishop of Calgary- Rev. February, 2013