

PREP VOLUNTEER OPPORTUNITIES JOB DESCRIPTIONS

We have many needs in our Parish Religious Education Program, (PREP), and all volunteer positions are important. Potential candidates in the PREP/catechetical team can choose from the job descriptions listed below according to their gifts, talents, abilities and the time they can give to this ministry.

The choices of volunteer job descriptions listed below are to be elaborated further if needed or adapted to suit the local situation. It is important that a future candidate knows what the expectations and the rewards are. Learning and training process need to be clarified and worked out to the satisfaction of all concerned.

The following volunteer positions are ONLY suggestions as means to empower many volunteers:

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TITLE: ASSISTANT COORDINATOR

Responsibilities:

- Be a warm welcoming presence to catechetical staff, children and parents.
- Assist catechists in being attentive and present to their needs.
- Work in close collaboration with the Coordinator to provide the support wherever needed so that the catechetical process can take place, informing, forming and transforming children on their faith journey.

Qualifications:

Be a good Christian role model for the children by your prayer life and your eagerness to know, love and serve God. Take special interest in ongoing formation at a practical as well as at a spiritual level.

Duties:

- Be at location where catechetical program takes place at least 30 minutes prior to beginning of classes.
- Set up environment if needed (partitions, tables etc.).
- Set up supplies and other resource materials needed weekly.
- More specific duties will be assigned by Coordinator according to local program and/or seasonal needs.
- Communicate with the Coordinator and give feedback on observations and needs.

Time Commitment: August to June - 3-6 hours weekly

TITLE: CATECHIST

(See catechist policy Vancouver Archdiocese)

Responsibilities:

- Under the direction of the pastor and the PREP Coordinator the catechists will faithfully transmit the teachings of the Church to the students entrusted to them.
- Be in class 20 minutes before start of session.
- Set up materials and environment.
- Greet students warmly as they arrive.
- Prepare the session giving careful attention to the lesson to be taught.
- Be ready to be present to every child in their faith formation journey.
- Attend local and diocesan workshops, courses, retreats and other formation opportunities.

Qualifications:

Be a practicing Catholic and through your conduct, prayer, and Christian way of life be a good role model for the children. Be willing to share your gifts and participate in ongoing formation.

Duties:

- Plan the catechetical environment carefully to provide a positive learning environment initially and then as each session dictates.
- Begin planning for the next session early in the week after carefully evaluating the last session.
- Plan for meaningful prayer experiences.
- Greet and welcome the children individually.
- When working with an assistant, phone them and elaborate on the planning and/or have written instructions and materials ready for them when they come.
- Present the lesson giving careful thought to the developmental level of the children you are addressing.
- Restore your teaching space to original set-up and close windows and doors.
- Inform Coordinator of special events and/ or happenings in your classroom so that they can try to attend and/or support your new initiatives.
- Evaluate after each session so you can plan well for the next week.

Time Commitment: Late August to June - 3 - 4 hours weekly

TITLE: ASSISTANT CATECHIST

Responsibilities:

- Be in class 15 minutes before start of session.
- Set up materials and environment.
- Be a warm, welcoming presence as students arrive.
- Get to know every child in the class by becoming an active companion in their faith journey.

Qualifications:

Be a practicing Catholic and a good Christian role model for the children by your prayer life and your eagerness to know, love and serve God. He/She must be willing to participate in ongoing formation at a practical as well as at a spiritual level.

Duties:

- Set up classroom according to the needs of the Catechist to provide a positive environment conducive to learning about the faith.
- Welcome students and help them settle.
- Take active part in each lesson.
- Check homework if needed and take attendance.
- Do photocopies if needed.
- Supervise children at dismissal time in hallway and/or parking lot.
- Help put all materials away after class.
- Give feedback to the catechist and point out things he or she may not have noticed.

Time Commitment: September to June - 2 hours weekly

TITLE: SUBSTITUTE CATECHIST

Responsibilities:

- Pick up Teachers Guide and other resource materials from Catechist and or Coordinator.
- Communicate with Coordinator or Catechist regarding the content of the next lesson.
- Prepare and teach next lesson.
- Leave a brief note for the catechist about the lesson taught.

Qualifications:

A practicing Catholic willing to share the faith through teaching a class occasionally when a need arises. He/She strives to be a person of prayer, open to the movement of the spirit.

Duties:

- Arrive at least 20 minutes before classes start.
- Pick up Substitute information sheet at front desk.
- Set up classroom with the help of the assistant.
- Welcome children as they arrive.
- Introduce yourself.
- Cover the material outlined by the Catechist and/or the coordinator.
- Leave a note with details about the lesson covered.

Time Commitment: September to June depending on need or availability

TITLE: TUTOR / SPECIAL NEEDS TUTOR

Responsibilities:

- Impart the teachings of the Catholic faith on a one to one basis to children in special situations.
- Be a warm and welcoming presence for children with little or no experience in a faith environment.
- Get to know the children entrusted to you and with the assistance of the coordinator facilitate a program suited to their individual needs.
- When special needs children are involved, consult regularly with coordinator and/or VANSPEC personnel.

Qualifications:

Be a practicing Catholic with an understanding and a genuine love for children in special circumstances. Be a good Christian role model willing to participate in formation workshops for this work. Be a person of prayer and open to the movement of the spirit.

Duties:

- Create a welcoming and positive environment with the help of visual aids if possible.
- Keep a record of the progress of your student in a log book.
- Set up meetings with Coordinator and parents to monitor the progress and plan for a holistic approach to the faith journey of the child involving family, faith community, Coordinator and tutor.
- Prepare lessons to suit the needs and the learning abilities of the student.

Time Commitment: September to June 3 - 4 hours weekly

TITLE: "CATCH UP CLASS" (CIC) HELPER

Responsibilities:

- Together with Pastor and PREP Coordinator set up a procedure to "catch up" children arriving un-catechized or partially catechized, with or without the sacrament of baptism.
- Have a meeting with the entire team involving pastor, parents, PREP Coordinator to outline the plan of action.
- Ensure that parents have a clear understanding of what is expected of them in the process of faith formation and catechizing of their children.
- Research suitable resources and materials to assist in lesson planning.

Qualifications:

Be a good Christian role model for the children by your prayer life and your eagerness to know, love and serve God. He/She must be willing to participate in ongoing formation at a practical as well as at a spiritual level, be adaptable and flexible to the needs of many ages and levels of faith formation.

Duties:

- Set up meeting room, prayer table etc.
- Ensure that children are aware that they belong to a loving faith community.
- On occasion, prepare to lead children in prayer involving a Liturgy of the Word celebration so as to accustom them to listen to the Good News and to allow them to formulate a response to the Word.
- Present lesson planning carefully so as to present the faith in a well rounded process using a variety of catechetical methods.
- Communicate with and involve parents as much as possible.
- Keep a log on progress and inform the PREP Coordinator so that the children can be integrated into a regular classroom as soon as sufficient progress is made.

Time Commitment: September to June - 3 - 4 hours weekly

TITLE: SECRETARY - OFFICE HELPER

Responsibilities:

- Reception
- Update of registration book
- Filing of Baptism certificates and update parish register if needed
- Typing
- Help with photocopies if needed
- Other office related duties that may arise

Qualifications:

Be a practicing Catholic familiar with office equipment such as computer, photocopier and fax machine.

Duties:

- Reception
- Assist in the ordering of materials and keeping supply inventory
- Keep registration book and class lists updated
- Keep attendance records
- File Baptismal Certificates
- Update parish registers (yearly entry of Confirmation and 1st Eucharist)
- Type notices
- Help with photocopies and other office related duties if needed

Time Commitment: September to June - 2 - 3 hours weekly

TITLE: SACRAMENTAL COORDINATOR (Eucharist, Reconciliation, Confirmation)

Responsibilities:

- In collaboration with Pastor and Coordinator discuss the exact responsibilities your team is entrusted with.
- Together with coordinator design a plan of action to carry out the duties efficiently.
- Ensure that reception hall is reserved and communicate with caretaking staff regarding set up and clean up responsibilities.
- If you are to purchase supplies find out what the budget is and how you will pay for the supplies (pre-approved parish cheque, purchase order etc.).
- When applicable, contact other ministries involved in the celebration (Examples: Knights of Columbus, CWL, and Music). Clearly communicate your understanding and expectation of their participation as to avoid misunderstandings.
- If you are in charge of the overall planning of the celebration ensure that your team has clear outlines of their duties.
- Communicate with Coordinator and report on progress or difficulties, schedule regular updating meetings if needed.

Qualifications:

A practicing Catholic with organizational skills keen on making major ritual celebrations meaningful by attending to detail in an informed way. A team player able to delegate, work with volunteers and carry out a team effort in a positive effective manner. A person of prayer who understands the meaning and importance of celebrating in a faith community.

Duties:

- Recruit your team of volunteers and plan an orientation to inform and divide tasks.
- Plan a time line and schedule meetings to report on progress.
- Supervise the progress in planning carefully and be available for consultations.
- For the day of the event: to design a timetable for the different-crews of volunteers to arrive for their shift, i.e., set up crew, clean up crew, hostesses, etc.
- Plan a small recognition celebration for the team of volunteers to thank them and & evaluate.

Time Commitment: Depending on event

TITLE: CLASS PHONING PARENT

Responsibilities:

- Write down the exact wording of message.
- Call all parents on your class list with important message.
- Call Coordinator with the short list of parents you are unable to reach.
- Report back to the Coordinator or designated person when telephone messages are completed.

Qualifications:

A practicing Catholic willing to communicate important messages over the phone. This will only occur when urgent information must be communicated on a short notice (example: in case of cancelling classes due to unsafe weather conditions).

Duties:

- Ensure that your UPDATED class phone list is readily available.
- Prepare the brief message ahead so that you get it communicated accurately and fast.
- Try emergency phone number before leaving message on answering machine.
- You may leave message with older mature sibling.
- If you are unable to reach some of the parents be sure to call the Coordinator or Assistant Coordinator.

Time Commitment: September to June when required

TITLE: HALL MONITOR

Responsibilities:

- Open the door, welcome children and their families and extend a personal greeting.
- Clarify with other monitors which are your stations. (During arrival period several doors may be open).
- Direct parents with questions to the appropriate place to find answers, catechists or office.
- Keep watch that only people related to the catechetical program enter the premises.
- Ensure that no students hang around hall during the session with nothing to do, send them to their classes or the office.

Qualifications:

A practicing Catholic with a friendly, positive and welcoming attitude having an alert attitude keen on ensuring the safety of students.

Duties:

- Check in at front desk check station.
- Be at your station 15 minutes before start of classes.
- Monitor safe arrival and ensure that students go directly to their classes or designated gathering space. Have students wait in front of the classroom door if Catechist or Assistant is not in classroom.
- Monitor washroom closest to your station.
- Direct parents or visitors to appropriate area.
- Do not leave your station prematurely.
- On your rounds check washrooms periodically. Students are encouraged to use washrooms only before classes start.
- Check that doors are locked and washrooms clear before you sign off.

Time Commitment: September to June - 2 hours weekly

Rationale:

Parents need a place to rest, relax and experience belongingness to a faith community. They need the affirmation and support of other Catholic parents. It is the reason why a discussion group held during PREP nights can create caring opportunities for them to grow in their own faith journey as well. There are several volunteer opportunities for this purpose:

1. Hospitality/Coordinator for Parents Coffee Corner
2. Catechist/Facilitator for Parenting Discussion

TITLE: HOSPITALITY / COORDINATOR FOR PARENT COFFEE CORNER

Responsibilities:

- Welcome parents and set up coffee.
- Set up room for the intended function (examples: work bee, socializing, etc.)
- Put all supplies away after session.
- Alert Coordinator when supplies have to be replenished.

Qualifications:

A practicing Catholic willing to share the faith by being a warm welcoming presence for other parents. Must foster a sense of belonging among parents. Be a helping hand to the coordinator on occasion by preparing materials for the classes.

Duties:

- Together with Coordinator plan welcoming area.
- Set up room for planned activity, work bee etc.
- Prepare coffee.
- Clean up after session.

Time Commitment: September to June - 2 hours weekly on weeks designated by Coordinator

TITLE: CATECHIST / FACILITATOR FOR PARENTING DISCUSSION

Responsibilities:

- Together with Pastor and Coordinator plan calendar of events for the year or on a trial basis for several weeks
- Prepare for submission to Coordinator advertisement of event for parish bulletin and/or PREP news bulletin
- Reserve needed equipment (Examples: video, DVD, screen, LCD, overhead etc.)
- Be a welcoming presence to parents participating in the activity
- Plan refreshments if needed
- Be well prepared to facilitate discussion

Qualifications:

Must be a practicing Catholic with willingness to be warm and welcoming to other parents. Be able to facilitate and/or plan an activity. Be ready to foster a sense of belonging to a Christian community that cares. Be a person of faith open to the movement of the spirit. Having accepted to journey with other parents in the discovery of new insights in Christian living requires some preparations and a mature understanding of the faith.

Duties:

- Set up the room for intended session
- Check needed equipment like videos, DVDs, VCR, laptop, LCD, overhead projector etc.
- Adhere to schedule by starting on time to allow program to be completed
- Facilitate discussion ensuring that no one person monopolizes
- Restore the room used to its former set up
- Give a short evaluation to the Coordinator to communicate how the session went

Time Commitment: September to June - about 4 hours per session (preparation included)

TITLE: REGISTRATION VOLUNTEER

Responsibilities:

- Be at the registration table 20 min. before Mass & 30 min. after Mass.
- Provide information about the catechetical program.
- Issue and collect registration forms.
- Ensure that registration inquiries are handled with tact; refer to Coordinator any situation needing special attention.
- Return registration box complete with supplies, filled registration forms and collected fees to Coordinator.

Qualifications:

A practicing Catholic familiar with the PREP activities in the Parish willing to share information and enthusiasm for our catechetical program.

Duties:

- Set up registration table and posters.
- Give information regarding the parish catechetical program and activities.
- Collect and check filled registration forms.
- Attach Baptism certificates to registration forms.
- Issue receipts for all fees received; indicate whether payment is by cheque or cash.
- Keep a running list of registrations received during your shift.
- Submit/return the forms and payments with list and notes for follow up calls by coordinator.
- Clean up the registration table and return all supplies unless otherwise agreed.

Time Commitment: Before and after two or three masses in May, June, late August and/or early September

TITLE: MUSIC LEADER

Responsibilities:

- In consultation with Pastor and Coordinator prepare a song booklet for the PREP program.
- Lead the children in music once or twice a month.
- Prepare the music for children receiving sacraments, practice songs with children.

Qualifications:

A practicing Catholic willing to share the faith through the gift of music.

Duties:

- Arrive at prearranged time for rehearsal.
- Organize room to accommodate a large group of children.
- Have song sheets or booklets available.
- Lead music rehearsal.
- Recruit a person to play an instrument if needed.

Time Commitment: September to June once or twice a month for two hours. 2 - 4 times a month. (Please note in some parishes the PREP students sing at children's masses. Extra rehearsal time is then involved.)

TITLE: SPECIAL CELEBRATION TEAM LEADER

Responsibilities:

Together with Pastor and Coordinator , must plan different special event such as: Pot luck supper for PREP families, Saturday movie matinee for parish children, Special Saturday mass and breakfast for PREP families, PREP families Advent celebration, PREP families Easter celebration, Crowning of Mary celebration, Year End PREP family picnic - etc. Special celebrations are intended to strengthen the sense of belonging of PREP families to the parish community.

- In collaboration with Pastor and Coordinator set up planning meeting.
- In collaboration set up agenda of meeting.
- Be responsible to coordinate the event.

Qualifications:

Be a practicing Catholic and have the desire to give the PREP children and families a positive experience involving the larger parish faith community. Being a team leader requires willingness to share the faith to others.

Duties:

- Working in constant and close cooperation with Pastor and Coordinator.
- Plan meetings and agendas.
- Recruit helpers.
- Prepare detailed sequence of events.
- Check safety aspects involved in specific locations.

Time Commitment: Depending on event 10 to 20 hours

Responsibilities:

- Together with Pastor and Coordinator plan calendar of events for the year or on a trial basis for several weeks
- Prepare for submission to Coordinator advertisement of event for parish bulletin and/or PREP news bulletin
- Reserve needed equipment (Examples: video, DVD, screen, LCD, overhead etc.)
- Be a welcoming presence to parents participating in the activity
- Plan refreshments if needed
- Be well prepared to facilitate discussion

Qualifications:

Must be a practicing Catholic with willingness to be warm and welcoming to other parents. Be able to facilitate and/or plan an activity. Be ready to foster a sense of belonging to a Christian community that cares. Be a person of faith open to the movement of the spirit. Having accepted to journey with other parents in the discovery of new insights in Christian living requires some preparations and a mature understanding of the faith.

Duties:

- Set up the room for intended session
- Check needed equipment like videos, DVDs, VCR, laptop, LCD, overhead projector etc.
- Adhere to schedule by starting on time to allow program to be completed
- Facilitate discussion ensuring that no one person monopolizes
- Restore the room used to its former set up
- Give a short evaluation to the Coordinator to communicate how the session went

Time Commitment: September to June - about 4 hours per session (preparation included)