

Saint John Vianney Volunteer Positions

Catechetical Positions – Sundays and Wednesdays

- **Catechist:** See description below - Tuition is waived (Note: Sacramental fees are not waived.) Includes Sunday School, the Sunday “Catch Up Class”, Wednesday evening classes, Teen Life Ministry, and adult Faith Formation Classes.
- **Floating Catechist:** Substitute teach or assist in class each week. This is a weekly position. Tuition is waived (Note: Sacramental fees are not waived.)
- **Catechist Aide:** See description below – ½ Tuition is waived (Note: Sacramental fees are not waived.) Includes Sunday School, the Sunday “Catch Up Class”, and Wednesday evening classes.
- **Substitute Catechist:** Substitute teach as needed only when called. Tuition is not waived.
- **Special Needs Catechist:** Work with special needs children during class. Prefer volunteer with background in special needs education. Tuition is waived (Note: Sacramental fees are not waived.)
- **Special Projects Volunteer** – Help with planning and execution of special projects as needed (retreats, receptions, etc.)
- **Hall Monitors:** Patrols hallways and keeps order. Keeps strangers out of hallways or near children. Collects attendance cards, and rings bell at appropriate time for closing prayer, accompanies children who conduct themselves in a disorderly fashion to the Religious Education Office. Tuition is not waived.

Qualifications of a Catechist:

Catechists are stewards who willingly share their time and talents to educate our students. Catechists and teachers are provided opportunities to grow in their faith formation and learn new methods of catechesis through faith opportunities offered at St. John Vianney and through the Archdiocese. We strongly encourage all catechists and teachers to participate in Catechist Certifications through the Archdiocese of Omaha. St. John Vianney offers many other faith formation opportunities throughout the year that catechists and parents are invited to attend. The catechist is the most important person in the program. The catechists become the faith witnesses for the entire Catholic Community and directly lead their students in learning, practicing and professing the Catholic faith.

It is important for catechists to recognize and respect the primary role of the parent/guardians in the education of their children so they can work as partners with them in every phase of education. Catechists must have a genuine love of children that is shown in a warm, responsible manner with responsible interaction. It is expected that they relate to students in an adult manner and contribute to each student’s sense of self-worth as a Christian person.

The Catechist is a person who...

- Is a practicing Catholic and attends Mass regularly.
- Is a visible participant in the life of the parish.
- Has a basic understanding of Church teaching.
- Is a person of faith.
- Is able to communicate with children/youth, and is willing to learn.
- Is able to work with groups.
- Can express own faith to others.
- Is able to follow the steps of a lesson plan in the text material.
- Is current or will attend the Safe Environment Training, and pass a background check.

Tasks to be performed:

The Catechist will...

- Teach each class in the grade level agreed upon.
- Plan and prepare lessons before each class.

- Follow the content provided in the text for each class.
- Be present for classes as scheduled or make arrangements for a substitute; this includes remaining with students until the last child is picked up.
- Incorporate prayer as a part of every lesson.
- Attend the scheduled catechist meetings during the year.
- Monitor and evaluate student progress.
- Maintain contact with parents/guardians throughout the year.
- Begin and continue providing for their own faith growth/development.
- Begin the process of Catechist Certification by the Archdiocese within the first two years of teaching.
- Follow discipline policies outlined by the Religious Education Director.
- Comply with all Archdiocesan policies including the policy on the issue of sexual abuse and sexual conduct.

Support/Benefits:

The parish will...

- Provide textbooks, manuals, books & videos, resource materials, and supplies needed.
- Pay for “Night of the Roundtables” and Echoes of Faith training courses.
- Provide orientation and training.

Qualifications of a Catechist Aide:

The catechist aide is in the classroom to directly support the catechist and assist the students with their learning. The aide, if serving as a co-teacher, should help in the planning and delivery of instruction throughout the program. If the aide is not involved in the teaching, the aide should assist the catechist in maintaining classroom control, aiding the students who may need extra academic support, be available for errands and follow the lead catechists directions for maintaining a structured, learning environment.

The Catechist Aide is a person who...

- Is a practicing Catholic.
- Is a visible participant in the life of the parish.
- Has a basic understanding of Church teaching.
- Is a person of faith.
- Is able to communicate with children/youth, and is willing to learn.
- Is able to work with groups.
- Can follow directions.
- Enjoys children/youth.
- Is able to arrive 15 minutes before the session begins.
- Is current on taking the Safe Environment Training (if 19 of age or older)

Tasks to be performed:

The Catechist aide will...

- Work with the catechist of the grade level agreed upon.
- Greet each student as they arrive.
- Take attendance or assist with attendance.
- Walk students to closing prayer
- Help individual students who require more attention.
- Follow the catechist’s directions.
- Help the catechist to maintain discipline.

- Assist with notes to go home.
- Collect homework.
- Assist with record keeping.
- Work with small groups as directed by catechist.
- Must take Safe Environment training and complete background check.

Support/Benefits:

The parish will...

- Provide orientation and training.
- Provide textbooks, manuals, books & videos, resource materials, and supplies needed.
- Pay for “Night of the Roundtables” and Echoes of Faith training courses.

Children’s Liturgy of the Word Volunteers

Emphasis during the children’s liturgical experience is on **ritual** not learning. The minister uses a three step process that includes:

- **Step 1: We listen to God speak.** The readings are adapted to the language of the child while still maintaining the integrity of the Word.
- **Step 2: We reflect on the Reign of God.** After drawing from the children what they heard God say to them, we share questions that invite the children to reflect on what difference God's Word makes in their life.
- **Step 3: We respond to God’s Word.** Finally we explore with the children what they are going to do now that they have heard God’s Word.

Roles of the Adult Leaders

Volunteers under the age of 19 may assist with monitoring the children and scouting the Mass for the correct time to come back.

Gospel/Discussion: Carry the book to lead the children out of Mass, count and log number of children, run the CD player if needed, Introduction to Gospel, Gospel, Discussions, Children’s Creed, Prayers of the Faithful, Song/Color sheets/Activity. In the meantime monitor the children.

Reader: Welcome children, give rules, and lead sign of the cross, Reading, Lead the Gospel Acclamations (Alleluia), and Scout the Mass for the correct time to come back. Remind Children of how to return to Mass. In the meantime monitor the children.

Details & Duties

Please remember to sign in at the CLW storage area at least 10 minutes before the beginning of Mass. Please place a check mark next to your name on the schedule when you arrive. If you are filling in for someone please be sure to cross them off and write in your name. We need this record for our Safe Environment files. (Two adult leaders are needed for CLW as per the Archdiocese of Omaha Safe Environment policy book. If there are not 2 adult volunteers please round someone up from Mass or let Father know we will not be having CLW at that Mass.)

The **Gospel/Discussion** leader places the book and announcement card on the presider’s chair before Mass begins. This let’s Father know CLW is ready for Mass.

Have Fun – show your love for the Lord – it will be contagious to the children!

Order of Children's Liturgy of the Word

- **Welcome Everyone**
- **Give the Rules**
- **Sign of the Cross**
- **Reading**
- **Alleluia**
- **Introduction for the Gospel**
- **Gospel**
- **Discussion**
- **Creed** ***Remains the same every week; prayed as an echo with children repeating each line after leader – see below

Children's Creed

We believe in God the Father,
Who made the whole world.
We believe in Jesus the Son,
Who died on the cross for us,
And rose from the dead.
We believe in the Holy Spirit,
Who brings life and love to us all.
We believe that the church is one family,
And that one day
We will share everlasting life
With God in heaven.
Amen.

- **Prayers of the Faithful**
- **Song/Color Sheet/Activity**
- **Returning to Mass instructions**

Sunday School Job Descriptions:

Sunday School Teacher: The teacher is responsible for preparing the classroom, preparing the lesson and crafts for the day. He/she will lead the classroom from one activity to the next and keep the children on task. At the end of the class, the teacher will pick up the school supplies and return them to their original places. He/she will also delegate tasks and responsibilities to the teacher's aides and volunteers.

Teacher's aides and volunteers: This job consists of greeting the children, help in getting their coats on and off, assist children with the activities, taking kids to the restroom, and help in cleaning up. No teaching is required of the teacher's aides, but they are welcome to help the teacher in which ever way he/she sees appropriate.

Student Volunteers: A volunteer's job is assisting the children as they arrive with their coats and getting their name tags on. They will help children stay together for activities and help them with their crafts. They will help children to the bathroom, assist the children as they leave to get their papers and projects to take with them and help clean up after all the children have left.

Teen Life Ministry Adult Volunteers

Youth ministry, as you will discover, is primarily an exercise in building relationships -- relationships that allow young people to know adults who care about them and who are willing to walk as fellow pilgrims on a life-long journey of faith. That means that you and your ability to relate to and share your faith with teens is more important than any program or event.

Youth ministry is designed to give young people an opportunity to grow into a mature faith in surroundings that support that growth. Those surroundings, aside from their family, are primarily you and your fellow youth ministers. In helping teens grow to a mature faith there is a presumption that you are a person of mature and healthy faith. This means that it is just as important to take care of your own faith life as it is to nurture that of the youth with whom you work.

Be comfortable challenging the teens that you work with. Share with them that faith is a gift freely given by God but it is our response to that gift that requires effort and commitment on our part. That effort is not always met with support by the world they live in. The Gospel is challenging and exciting! Communicate it to young people with interest, excitement, and challenge.

Relationships are difficult to build if you are not present to the people with whom you are building the relationship. Therefore be there. Being present in the lives of young people is essential to effective ministry with them. They need to learn to count on you. So it's important that you attend as many functions as you can, even if you don't have a specific role. Try to be involved in their life outside of church. Go to their games and concerts and plays.

Sometimes, adult volunteers have high visibility and low responsibility for programs and events, but they are the core of our youth ministry.

Teen Life Ministry adult volunteers are adults who commit to building relationships with our young people by being present on a consistent basis at the scheduled youth ministry gatherings. They are not necessarily involved in the planning or implementing of youth ministry activities, but they are encouraged to participate in the events. All adults will be asked during the year to plan and implement at least one evening, and are encouraged to give their input into everything we do.

Because building relationships of mutual trust, respect and understanding is integral to effective youth ministry, adult volunteers are important in all areas of youth ministry. Though adult volunteers commit to the youth ministry regular gatherings, they are invited to participate in the monthly activities, service projects, retreats, and any other activities involving our young people.

Adult volunteers have the following responsibilities:

- Be present early on youth ministry activities (5 minutes early) in order to greet the young people as they arrive and make them feel welcomed.
- Participate in ice-breakers and group building activities.
- Participate in the youth ministry program when appropriate.
- Assist in providing hospitality.
- Talk with the young people prior, during and after the events in order to foster the building of relationships and a sense of community.
- To get to know the young people's names.
- To stay around at the end of the event to talk with the young people and assist with re-setting the room.
- Adults **MUST** be present until all youth have left the parking lot.
- Help facilitate small groups on gathering nights.
- Help direct and manage youth at all gathering and activities.

Adult volunteers have the following qualities:

- Like being around young people.
- Are willing to talk to young people about their day, school, friends and their life
- Are able to really listen to young people and encourage them to talk.
- Make young people feel welcomed and accepted.
- Are willing to create relationships with young people.
- A commitment and love for young people.
- A willingness to share their faith in Jesus and their ongoing journey to God with others.
- A willingness to further their understanding of comprehensive youth ministry and youth culture.

Adult volunteers receive the following benefits:

- To be a positive influence in the lives of young people.
- To impact on the quality of parish youth programs.
- To use their gifts and talents in furthering the mission and ministry of St. Leo Church.

Support: Adult volunteers are supported by the Faith Formation Director, the Pastor, parish staff, and the parish community.

Thank you for volunteering!

Need More Information? Contact John Gencarelli at 402-895-0896 or jgencarelli@sjvomaha.org