

Church of St. Mary of the Lake
Volunteer Ministry Description

Last updated January 2010

Position Title: Catechist

Responsible to: Faith Formation Program Coordinator or Director

Purpose of Position:

- To hand on our Catholic faith to children who are registered in parish programs.
- To bring the Word of God alive as both a teacher and a witness.
- To share one's own faith and help children learn how to apply and live their faith.

Responsibilities:

- Attend catechist in-service.
- Arrive on time prepared to teach.
- Keep track of attendance.
- Use curriculum provided.
- Teach the beliefs and traditions of the Roman Catholic Church.
- Provide a safe, supportive, faith-filled environment. Do not leave children unattended.
- Communicate with program coordinator.
- Report any cases of misconduct to the program coordinator.
- Mandatory reporting of any suspected cases of abuse.

Qualifications:

- Be a registered parishioner.
- Engage in personal prayer and promote the prayer life of the parish.
- Have a desire to share faith with children.
- Pass a criminal background check.
- If you will be driving participants, you must have a valid driver's license, current insurance, and complete a Driver's Information Form.

Time Requirement:

One catechetical year, September-April. At the end of each year, catechists will be invited to continue for another year.

Sunday Preschool

- 90 minutes on scheduled Sundays to take place during the 9:00 or 11:00 Masses
- In-services as scheduled
- Individual preparation
- Promote parish events

Grades 1-5

- 4:15-5:30 or 6:30-7:45 on Wednesdays
- In-services as scheduled
- Individual preparation
- Promote parish events

Grades 6-8

- 3:45-5:00 or 6:30-7:45 on Wednesdays
- In-services as scheduled
- Individual preparation
- Promote parish events

Grades 9-12

- 6:30-7:45 on Wednesdays
- In-services as scheduled
- Individual preparation
- Promote parish events

Location:

- All catechetical sessions take place at the Parish Life Center or church.
- Service and social events may take place off site as scheduled.

Program Discount:

One tuition free.

**Church of St. Mary of the Lake
Volunteer Ministry Description**

Last updated January 2010

Position Title: Hallway Helper

Responsible to: Faith Formation Program Coordinator or Director

Purpose of Position:

- To provide security throughout building during faith formation sessions.
- To facilitate hospitality during programs.
- To provide assistance to catechists and coordinators during programs.

Responsibilities:

- Attend required trainings.
- Arrive on time (fifteen minutes prior to class time)
- Uphold the beliefs and traditions of the Roman Catholic Church.
- Provide a safe, supportive, faith-filled environment. Do not leave children unattended.
- Communicate with program coordinator.
- Report any cases of misconduct to the program coordinator.
- Mandatory reporting of any suspected cases of abuse.

Qualifications:

- Be a registered parishioner.
- Engage in personal prayer and promote the prayer life of the parish.
- Have a desire to encourage and support children.
- Attend a Virtus training
- Pass a criminal background check with possible driving check if requested

Time Requirement:

Each Sunday or Wednesday, September-April

Shifts:

- Sundays: 8:45–10:15 or 10:45-12:15
- Wednesdays 3:30-5:00
 4:00-5:30
 6:15-7:45

Location:

- All catechetical sessions take place at the Parish Life Center or Church.
- Service and social events may take place off site as scheduled.

Discounts:

Half of one fee

Church of St. Mary of the Lake

Driver and/or Chaperone Volunteer Ministry Description

Last updated January 2010

Responsible to: Faith Formation Program Coordinator or Director

Purpose of Position:

- To facilitate service and social events.
- To bring the Word of God alive as a witness.

Responsibilities:

- Attend any training, if applicable.
- Arrive on time.
- Keep track of attendance, if applicable.
- Uphold the beliefs and traditions of the Roman Catholic Church.
- Provide a safe, supportive, faith-filled environment. Do not leave children unattended.
- Communicate with program coordinator.
- Report any cases of misconduct to the program coordinator.
- Mandatory reporting of any suspected cases of abuse.

Qualifications:

- Be a registered parishioner.
- Engage in personal prayer and promote the prayer life of the parish.
- Have a desire to encourage and support children.
- Pass a criminal background check and drivers check.
- You must have a valid driver's license, current insurance, and complete a Driver's Information Form.

Time Requirement:

- Drive grades 6-8 to a local elderly care center, 90 minutes on scheduled Wednesdays.
- All other events as scheduled.

Location:

- Generally from the Parish Life Center or Church.
- Service and social events may take place off site as scheduled.