

Volunteer Position Descriptions

Catechist: an active parishioner; attends 4 training sessions; prepares weekly lessons; is able to arrive a minimum of 15 minutes in advance of class.

Co-Catechist: shares responsibility of teaching with partner.

Catechist Aide: assists with tasks assigned to her/him by the catechist such as collecting materials for crafts, set up, clean up of the classroom and whatever is helpful; attends Catechist training in September and the evaluation/planning meeting in May.

Religious Education Office Assistants: staff the RE office during class time & assist catechists with duplicating, locating materials, help with tasks in the office.

Catechist Appreciation/Closing Celebration: decorate tables in the parish hall; pick up flowers for the catechists; help with clean up after event. Last day of Religious Education.

Gym Supervisor for Sunday: supervise play in the gym after 9 a.m. Mass until 10:15; Monday 6:00 – 6:15 & collect play equipment after play

General Office Assistance: wide range of activities some of which require computer skills.

Liturgy of the Word with Children: children in grades 1 – 4 are dismissed at the beginning of the 9 a.m. Mass. Readings and explanation of the gospel are adapted to children. Facilitators are scheduled once a month. Excellent resources provided. Song leaders are needed too.

First Communion Retreat: assist with the preparation of the crafts, retreat Mass and refreshments; entails 1 meeting beginning in March.

Advent Festival: 1) set up crafts on tables, 2) prepare materials for Advent Wreath, 3) set up for refreshments on Sunday, and 4) clean up on Sunday and Monday. Knights of Columbus serve supper on Monday.

Mardi Gras: 1) set up crafts on tables in parish hall, 2) assist with decorating the hall and 3) clean up after event.

Vacation Bible School: planning meetings begin in February; entails 6 - 8 meetings; oversee assigned tasks e.g. registration, preparation of crafts, decorations, etc.

Special Talent: photography, newsletter editing, story telling, drama, musical instrument, videotaping, or whatever you can share with us.