

OUR LADY OF MERCY CATHOLIC CHURCH

Religious Education K-8 Volunteer Packet 2018-2019

Thank you for considering helping with the Religious Education program at Our Lady of Mercy parish. There are many ways to be involved in the religious education program. The following lists our volunteer needs for Grades K-8. Please indicate on the Ministry Volunteer form all the area(s) where you are interested in helping.

Opportunities:

Catechists & Co-Catechists for Grades K – 5

Catechists have the opportunity to share their faith with the children of the parish, and with other adults in the program. Catechists are given a textbook, a curriculum of classes, invited to in-service workshops, and have an opportunity for a reduction in tuition.

Classroom Aide for Grades K – 5

Our goal is to place 2 adults in each classroom. While the catechist is primarily responsible for the class, his or her Aide is there to assist with students needing help, attendance, handouts, etc. There may be 2 Co-Catechists in a room with or without an Aide.

Middle School EDGE Catechists for Grades 6-8

Adults and high school teens share their faith with our middle school youth (Grades 6-8) in our program that meets on Monday nights (from 6:30-8:00PM) with large and small group activities. Leaders are given a lesson plan, curriculum of sessions, invited to in-service workshops and have an opportunity for a reduction in tuition.

Office Assistant or Information Desk

Parents are needed to help as Office Assistants and the Information Desk. Tasks include: Pick up attendance envelopes 15-20 minutes into class, sign-in all adults visiting and signing out students for early release. Parents are also needed to help staff the Information Desk and monitor lobby traffic. Volunteers may need to help out in other areas...the Information Desk, the Child-Care Room or in the Office.

Child-Care

Parents are needed to help with child care during R.E. classes. Volunteers would be supported with various crafts, books, music, toys and activities. Child care is provided for children of all R.E. volunteers (Catechists, Aides, Office help, and the Information Desk) during Grades K-5 sessions.

Vacation Bible School

There are volunteers needed in many places....Snacks, Drama, Imagination Station, Music, Stage, Games, and Parent Guides are the main areas for VBS the week of Aug. 6-10.

OUR LADY OF MERCY CATHOLIC COMMUNITY
Ministry Volunteer Form for 2018 - 2019

For Office Use Only:
 _____ PGC
 _____ Code/Conduct
 _____ Acknowledgement
 _____ Background

Name: _____
 Address: _____ Zip _____
 Email _____ Home Phone: _____
 Work Phone _____ Cell Phone: _____

I am a registered parishioner at Our Lady of Mercy Parish. Yes _____ No _____
 I will be needing child care in the child-care area _____ Age of Child(ren): _____
 (Only offered during Monday-Wednesday Grade K-5 classes)
 I am willing to take a child with special needs? Yes _____ No _____

All Catechists will be expected to attend at least **six hours** of Catechist workshops or parish faith formation events as required by the Diocese of Joliet.

All Catechists, Co-Catechists and Classroom Aides need to attend a Volunteer Orientation on Thursday, Sept 13 from 7:00 – 9:00 OR Saturday, Sept 15 from 8:30-10:30 in the PLC.

All Catechists and Co-Catechists for Grades K-8 will receive a \$100 dollar tuition reduction (for those who have children in the programs). **I would like to receive this \$100 reduction: Yes _____ No _____**

Please check ✓ which program below you prefer to volunteer for.

_____ **Catechist/Co-Catechist for Grades Kindergarten - 5** Grade preferred _____
 Day/time: _____
 _____ Mon@4:30PM _____ Tue@4:30PM _____ Wed@4:30PM _____ Wed@6:30PM

_____ **Aide for Grades Kindergarten – 5** Grade preferred _____
 Day/time: _____
 _____ Mon@4:30PM _____ Tue@4:30PM _____ Wed@4:30PM _____ Wed@6:30PM

_____ **Middle School EDGE Catechist for Grades 6, 7 & 8** Grade preferred _____
 Meets on Mondays from 6:30-8:00PM

_____ **Office Assistant or Information Desk**
 Program preferred: _____ Grades K-5 _____ EDGE

_____ **Child-Care**
 Day/time: _____
 _____ Mon@4:30PM _____ Tue@4:30PM _____ Wed@4:30PM _____ Wed@6:30PM

_____ **Vacation Bible School ...9-12noon... M-F from August 6-10th.**

New volunteers: You will need to attend a “Protecting God’s Children” workshop. This workshop will count as 3 Formation credits. OLM will present this program on June 20 at 6:30, Sept 6 at 6:30, and Sept 29 at 9:30. The workshop is also offered at other parishes – we can help you find a workshop that fits your schedule. You will need to meet with the Director of R.E. or Middle School Coordinator for a short interview if you have not done so already. Thank you so much for giving your time to our children!

Our Lady of Mercy Parish, Aurora, IL

Volunteer's Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of our parish.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Report suspected abuse to the Pastor, the Director of Religious Education, and the state of Illinois... 1-800-25ABUSE.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e. no fevers or other contagious situations).
- Strike, spank, shake, or slap children and or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action or situation inconsistent with this Code of Conduct, or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Volunteer's Printed Name

Volunteer's Signature

Date: _____