

Religious Education K-8 Volunteer Opportunities

VOLUNTEER! WE NEED YOU! EACH FAMILY GET INVOLVED! 30-60 MINUTES MAKE A DIFFERENCE!

There are many ways to be involved in the religious education program. The following list describes the roles of the volunteer needs we have for Grades K-8.

NEW THIS YEAR...

All Catechists & Co-Catechists who come to every class receive a full tuition credit for their first child of \$170. ALL other volunteers- Aides, Nursery Caretakers, R.E. Office Assistants, Information Desk & Hall Monitors who serve at every session receive a tuition credit of \$100.

Volunteer Role Descriptions

Catechists (Teacher) for Grades K – 5 A Catechist is someone who nurtures and mentors the faith of the children entrusted to them. Lesson outlines and materials are provided. Catechists are expected to prepare for their lesson prior to each session and to be ready to greet their students at least 15 minutes before the R.E. Session is scheduled to begin.

Co-Catechists (Teacher) for Grades K – 5 A Co-Catechist is someone who shares the responsibilities of a Catechist with another Catechist. Co-Catechists teach as a team and are present at each session.

Substitute Catechist A Substitute Catechist is someone that assumes the responsibilities of a Catechist when the primary Catechist is absent.

Classroom Aides for Grades K – 5 Classroom Aides assist the Catechist(s) in the classroom.

Opportunities are varied and may include such activities as helping with a Bible craft, learning games, or assisting a child with special needs throughout the year. Scheduling Aides is based upon availability, interests, and skill sets.

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, and invited to in-service workshops.

R.E. Office Assistants R.E. Office Assistants help with a number of tasks such as, preparing different types of materials and projects for catechists/students, creating and organizing files for the DRE, displaying the children's hallway religious art, and having parents sign-in or sign-out their child(ren) for late arrival or early release from their children's R.E. session.

Information Desk Volunteers & Hall Monitors We need at least three adults at EVERY R.E. Session at the PLC Desk to monitor lobby traffic, bring parents to the R.E. Office for late arrival or early release of students, and to monitor the PLC hallways to ensure student safety.

Child-Care Parents are needed to help with child care during R.E. classes on Sundays and weekdays! Volunteers are supported with various crafts, books, music, toys, and activities. Child care is provided for children of all R.E. volunteers (Catechist, Aides, Office help, and the Information Desk).

Vacation Bible School There are volunteers needed in many places during VBS...Snacks, Drama, Imagination Station, Music, Games, and Preschool VBS. VBS is the week of Aug. 5 – Aug. 9

Please indicate on the Ministry Volunteer form (next page) all the areas where you are interested in helping.

THANK YOU!!!

OUR LADY OF MERCY CATHOLIC COMMUNITY
Ministry Volunteer Form for 2019 - 2020

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

Name: _____

Primary Email _____ Primary Phone: _____

I will need child care in the nursery/child-care area, Room 108 _____

Names and Age(s) of Child(ren) needing Child-Care: _____

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

____ **Catechist/Co-Catechist for Grades K - 5** Grade preferred _____

Day/time:

___ Sun, K- 1@8:20AM ___ Sun, K-1@10:05 ___ Sun, grades 3-5, RCIC@10:05 ___ Sun, grades 6-8, RCIC@10:05

___ Mon@4:30PM ___ Tue@4:45PM ___ Wed@4:45PM ___ Wed@6:30PM

____ **Classroom Aides for K – 5** GRADE preferred _____

Day/time:

___ Sun, K- 1@8:20AM ___ Sun, K-1@10:05 ___ Sun, grades 3-5, RCIC@10:05 ___ Sun, grades 6-8, RCIC@10:05

___ Mon@4:30PM ___ Tue@4:45PM ___ Wed@4:45PM ___ Wed@6:30PM

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

____ **Office Assistants** Program preferred: ___ Grades K-5 ___ EDGE, Mon@6:30

Day/time: ___ Sun@8AM ___ Sun@10AM ___ Mon@4:30PM ___ Tue@4:45PM ___ Wed@4:45PM ___ Wed@6:30PM

____ **Information Desk/Hall Monitors** PROGRAM preferred: ___ Grades K-5 ___ EDGE, Mon@6:30

Day/time: ___ Sun@8AM ___ Sun@10AM ___ Mon@4:30PM ___ Tue@4:45PM ___ Wed@4:45PM ___ Wed@6:30PM

____ **Nursery/ Child-Care for R.E., K-5 Program**

Day/time: ___ Sun@8AM ___ Sun@10AM ___ Mon@4:30PM ___ Tue@4:45PM ___ Wed@4:45PM ___ Wed@6:30PM

____ **Sunday, Open Gym in MPR during K-1 Sessions & RCIC Classes** Day/Time: ___ 8:20-8:55 ___ 10:05-10:35

____ **Vacation Bible School** 9-12noon, Monday – Friday, August 5-9, 2019

I would find joy in assisting a child with special learning needs, one-on-one in a classroom? Yes _____ No _____

ALL Parents and NEW volunteers: You will need to attend a “Protecting God’s Children” workshop.

This workshop will count as 3 Formation credits. **OLM IS offering three opportunities** for you to meet this requirement:

Monday, July 8 at 6:30, Thursday, Sept 5 at 6:30, and Saturday, Oct. 5 at 9:00. All of them will be in the MPR (Gym). 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 for sharing your love for Jesus with our children!

All K-5 Catechists, Co-Catechists, and Classroom Aides attend a Volunteer Orientation on Thursday, Sept 12 from 7:00 – 9:30PM (Church Narthex) OR Saturday, Sept 14 from 9:00-11:30 (MPR). **EDGE Leaders Training**, Sept. 5 OR Sept. 9 from 7:00-8:30PM in the PLC

All Catechists and Co-Catechists for Grades K-8 will receive a **\$170** tuition credit (for those who have children in the programs).

I would like to receive this \$170 credit: Yes _____ No _____

All Classroom Aides, RE Office Volunteers, Information Desk/Hall Monitors, and Nursery Caretakers, will receive a \$100 tuition credit (for those with children). **I would like to receive this \$100 credit:** Yes _____ No _____

I am a registered parishioner at Our Lady of Mercy Parish. Yes _____ No _____

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: _____