

Children's Liturgy Coordinator Ministry Role Descriptor

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Children's Liturgy Coordinator
Groups served by this ministry	<ul style="list-style-type: none"> • Children who have not made their First Communion • Children's Liturgy instructors/leaders and teen helpers
Length of term	3 years (renewable)
Purpose of the role(s)	To facilitate an environment during Sunday Mass that enables children to be instructed in the Gospel in a way appropriate to their age
Activities and responsibilities	<ul style="list-style-type: none"> • Manage a calendar for children's liturgies, including a scheduler for instructors/leaders and teen helpers (to be posted in the sacristy and/or the children's liturgy book) • Plan and arrange availability of supplies • Manage a budget in collaboration with the parish pastoral council in its liturgical allocation • Write and present an annual review for the parish pastoral council • Coordinate or delegate organization of a children's Christmas pageant • Support volunteers in this ministry, including training
Constraints	<ul style="list-style-type: none"> • All interactions with children and youth are to take place in public places with other adults present • Any teen training is to be done in a group in a visible location • Physical contact is discouraged in all circumstances
Descriptor scope <i>(check one)</i>	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • Must uphold the teachings of the Catholic church • Experience with children is an asset • Experience with e-mail, Microsoft Word and Excel is an asset
Personal traits desired	<ul style="list-style-type: none"> • Mature, patient, friendly, good communicator, good organization skills
Orientation and training	<ul style="list-style-type: none"> • Training specific to the role is provided by the outgoing coordinator for their replacement • Those in the coordinator role are encourage to attend any available archdiocesan catechists' training • Receiving a copy of this ministry role descriptor • Responsible Ministry training and handout
Support, supervision and evaluation	<ul style="list-style-type: none"> • The coordinator reports directly to the pastor

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Working conditions	<ul style="list-style-type: none">• The coordinator is required to use their home computer and phone for organizing tasks• The coordinator also works in the church and parish hall
Benefits to role participants	<ul style="list-style-type: none">• Satisfaction of performing a key function for the parish
Level of sensitivity <i>(check one)</i>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none">1. Completion of a volunteer information form is required.2. Personal reference checks are required.3. An interview and a police record check are required.4. Training and orientation are required.5. There will be supervision and periodic evaluation, as needed.