

**Children's Liturgy Instructor/Leader/Helper
Ministry Roles Descriptor**

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

Name of ministry and role(s)	Children's Liturgy Instructor/Leader, teen helper
Groups served by this ministry	Children who have not made their First Communion
Length of term	3 years (renewable)
Purpose of the role(s)	To provide 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"> • With the help of the day's plan for prayers, readings, discussions and a craft idea based on the day's readings and Gospel, the leader prepares the craft, sets up the children's liturgy table in the hall or sacristy, guides the children through the liturgy and cleans up after the liturgy is completed • Answer questions the children may have • Support the children in their exploration of God's word • Adult leaders may help with the children's Christmas pageant and practices • Adult leaders manage teen helpers' tasks during children's liturgy • Leaders guide children out of church to the hall (or sacristy) and back again
Constraints	<ul style="list-style-type: none"> • This role is open to those aged 16 and over • All interactions with children and youth are to take place in public places with other adults present, although a leader may be the only adult in the church hall or sacristy during children's liturgy with a teen helper present • If a child needs to go the bathroom, a leader or teen helper may be asked to take them and hold the outside bathroom door open while the child is in the bathroom • Physical contact is discouraged in all circumstances • One parent or guardian per child may attend, as a participant; this person may assist under the consent and supervision of a trained and screened instructor/leader, but is not to discipline or be left alone with any children but his or her own
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 • No children's liturgy experience is necessary, although a desire to help children grow in their Catholic faith is desirable • Experience with children is an asset

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Personal traits desired	<ul style="list-style-type: none"> • Enthusiastic, patient, friendly, good communicator, creative
Orientation and training	<ul style="list-style-type: none"> • Training and ongoing support specific to the role are provided by the children's liturgy coordinator • Leaders 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"> • All children's liturgy leaders report to the children's liturgy coordinator
Working conditions	<ul style="list-style-type: none"> • Children's liturgy takes place in the church hall or sacristy • Preparation can take place at home
Benefits to role participants	<ul style="list-style-type: none"> • Satisfaction of performing a key function for the parish • Satisfaction of being part of the spiritual growth of the children of 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.