

**Responsible Ministry—Ministry Roles**  
**Christmas Pageant Leader**

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

Name of ministry and role(s)	Christmas Pageant Leader
Groups served by this ministry	Children Church community viewing pageant
Length of term	4 weeks
Purpose of the role(s)	To coordinate the Christmas pageant held during the Christmas Eve mass
Activities and responsibilities	<ul style="list-style-type: none"> <li>• Organize pageant communication and recruiting</li> <li>• Organize pageant practices on the 4 Sundays preceding Christmas (held before Sunday mass)</li> <li>• Prepare pageant script.</li> <li>• Assign pageant roles to interested children</li> <li>• Organize required costumes.</li> <li>• Lead pageant practices.</li> <li>• Ensure audio equipment is setup for pageant.</li> <li>• Ensure costumes are carefully stored for next year's pageant.</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>• This role is open to those aged 16 and over</li> <li>• All interactions with children and youth are to take place in public places with other adults present.</li> <li>• If a child needs to go to the bathroom, a leader or parent may be asked to take them and hold the outside bathroom door open while the child is in the bathroom.</li> <li>• Physical contact is discouraged in all circumstances.</li> <li>• 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 in instructor/leader, but is not to discipline or be left alone with any children but his or her own.</li> </ul>
Descriptor scope ( <i>check one</i> )	<input type="checkbox"/> Common <input checked="" type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Notes on scope	St. Philip <ul style="list-style-type: none"> <li>• Held only at St Philip and performed during Christmas Eve mass</li> </ul>
Skills, experience and qualifications desired	<ul style="list-style-type: none"> <li>• Highly organized.</li> <li>• Good control and management of large groups of children</li> <li>• Able to work well with children.</li> <li>• Lead and manage other helpers and assistants.</li> </ul>
Personal traits desired	<ul style="list-style-type: none"> <li>• Patience, leadership, resourcefulness, commitment and creativity</li> </ul>
Orientation and training	<ul style="list-style-type: none"> <li>• Job shadowing is recommended.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Receiving a copy of this ministry role descriptor</li> <li>• Responsible Ministry training and handout</li> </ul>
Support, supervision and evaluation	<ul style="list-style-type: none"> <li>• Work with Children’s liturgy representative to organize.</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>• Be prepared to work in the church and in the hall with uncertain furniture arrangements</li> <li>• Work with costumes that have been stored and cobbled together.</li> </ul>
Benefits to role participants	<ul style="list-style-type: none"> <li>• Deeper appreciation for the miracle of Christ’s birth as seen through the eyes of children.</li> </ul>
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"> <li>1. Completion of a volunteer information form is required.</li> <li>2. Personal reference checks are required.</li> <li>3. An interview and a police record check are required.</li> <li>4. Training and orientation are required.</li> <li>5. There will be supervision and periodic evaluation, as needed.</li> </ol>