

# RE/YM Volunteer Job Descriptions



**ALL ADULTS** working with children & youth in the Madison diocese are required to have a standard diocesan background check and attend an adult awareness session called **Virtus: Protecting God's Children**.

This session is about a two hour time commitment, and is held throughout the year all around the diocese.

## **Early Childhood or Grades 1-5 Catechist/Teacher**

As effective models of the Catholic faith, catechists help stimulate a child's faith development. A structured curriculum, lesson plans and all teaching materials are provided to help the catechist prepare classroom activities for a class of 8-12 children. Each catechist is assigned an assistant or co teacher. Catechists should have an ability to communicate and manage a group of students. Catechist training & formation sessions held throughout the year help you develop teaching strategies.

## **Catechist Assistant or Co Teacher**

Assistants work closely with the lead catechist in whatever capacity the two agree upon. Assistants are often the "extra set of hands" so very much needed when working with small children. While the assistant does not have the primary responsibility for planning the classroom activities, he or she **may** occasionally be asked to do so in the absence of the catechist.

## **Substitute Catechist**

Occasionally, Catechists have personal commitments or illnesses that prevent them from teaching as scheduled. Working with a lesson plan provided the Substitute handles the scheduled class using the Lesson Plan materials and information provided by the Religious Education office.

## **Office Volunteer**

During class hours the Office Volunteer will assist with attendance and in preparing class sets of craft materials, material for upcoming special events, and perform other office duties as needed.

## **Hall Monitor**

During class hours the Hall Monitor will ensure that no one is in the hall that does not belong there and also ensures that children who need to use the lavatory or get a drink of water return to the classroom in a timely manner. They may be asked to walk a sick child to the office or handle other issues that may arise.

## **Childcare Volunteer**

During class hours the Childcare Volunteer will care for catechists' preschoolers in the pre school classroom while catechists are teaching. Toys & equipment are provided. Adults/Teens are only responsible for a small number of preschoolers.

## **Middle School & High School Small Group Leaders**

work in pairs with a co-leader to facilitate small group activities & discussion. Detailed session plans are provided. Regular training for small group leaders helps you develop your personal faith as well as giving you practical how-to's, techniques and strategies for your small group. Small groups are 8-12 youth. The challenge is to model & share from your own active faith life and encourage trust, openness and community building within your small group in fun and creative ways. Each week offers opportunities for social, input, discussion and prayer. Other opportunities for community service are also encouraged and offered throughout the year.

## **Guitarist**

Someone who is not afraid to be in front of a large group and lead song/worship with teens. Someone who is knowledgeable and well versed in contemporary praise/worship music as well as traditional church songs & hymns. This position could vary from many sessions to occasional sessions. This position might grow into playing/leading teens during liturgies. *(That would be awesome!)*

## **Video/Photo Person**

A person willing to come in to various youth sessions or social events and take photos of kids in activities or just hangin' out, hamming it up for the camera. We need to continually update records of activities for parish bulletins, directories, newsletters, marketing and more.

## **HS Computer/Audio/Visual Tech Person**

Someone well versed in computers who can help put together and present various presentations, slide show, power point, including video clips, music, graphics, etc. There's no limits to the creative possibilities!

## **Community Service Project Coordinator**

This person would help find, set-up & publicize community service projects and social justice outreach activities geared especially towards middle and high school teens, but also open to all parishioners. You could work in conjunction with area high schools, & service organizations.

## **Concession Manager &/or Fundraising Coordinator**

You would be trained & guided from what has been done before. This person helps organize, recruit & directs volunteers to help with various fundraising activities. This can be done a number of people or a team or in pairs.

# Volunteer! Our kids & teens need YOU!

Please prayerfully consider the call to volunteer in Religious Education or Youth Ministry for the 2010-11 program year (mid Sept. through April) Job descriptions are on the back.

**What we Provide for You:** Orientation, training & formation before starting and throughout the year.  
We also provide detailed session plans, materials & resources for you.

**Added Bonus for You:** You work with a Partner! Our goal is to have Two Catechists or Small Group Leaders for each class or small group. Share the load. Share the Joy!

**Name:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street Apt. # City Zip

**Phone #'s: (home)** \_\_\_\_\_ **(work)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

## Early Childhood Education

(Sundays 9-10am . . . during the 9am Mass)

3-yr olds  4-yr olds  Kindergarten  
 Catechist/Teach (weekly)  Co-teach (wkly)  
 Asst. teacher\*  Office Aide\*  Hall Monitor\*  
\*Indicate how many times per month you can help:  
 Weekly  Twice/month  Once/month

## Grades 1-5 Religious Education

Monday Early Session (4:00 - 5:15pm)  
 Monday Late Session (6:00 - 7:15pm)  
 Catechist/Teach (weekly)  Co-teach (wkly)  
 Asst. teacher\*  Office Aide\*  Hall Monitor\*  
\*Indicate how many times per month you can help:  
 Weekly  Twice/month  Once/month

## Middle School Youth Ministry

(Wednesday evenings 6:30 - 8:00 pm)

Gr 6  Gr 7  Gr 8  
 Small Group Leader / Co-Leader  
 Office Help/Hall Monitor during session\*  
\*indicate how many times per month you can help  
 weekly  Twice/month  Once/month  
 Video/Photo person for events and/or sessions  
 Guitarist  Website Designer

## HIGH SCHOOL YM & CONFIRMATION

(Sunday evenings 6:30 - 8:30pm . . . about 2x per month)

Gr 9  Gr 10  Jr.s/Sr.s  
 Small Group Leader / Co-Leader  
 Office Help/Hall Monitor during session\*  
\*indicate below how many times per month you can help  
 weekly  Twice/month  Once/month  
 Computer/Audio/Visual Tech person  
 Set-up/Coord. Community Service Projects

## OTHER THINGS that anyone can do...

Concessions (UW football, WIAA wrestling & basketball tournaments, UW Spring football game, Crazylegs, WIAA softball)  
 Fundraising Coordinator (i.e. Seats at Camp Randall, Fall/Spring bread sales, Feb. pizza sales, Spring Duck Doo sales . . . )

**Return Completed Form to: St. Maria Goretti, 5405 Flad Ave., Madison WI, 53711**

Early Childhood/Grades 1-5 Religious Education  
Religious Ed./Youth Ministry Office Secretary  
Middle School & High School Youth Ministry  
Youth Ministry Assistant

**Shari Kuemmel** 271-3732  
**Misty Brumm** 271-8081  
**Joe Rausch** 298-2098  
**Maria Dulli** 268-2067

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