

ST. STEPHEN CATHOLIC CHURCH
RELIGIOUS EDUCATION VOLUNTEER FORM

Our programs rely on the support of our volunteers. Please consider teaching
or helping with SEVERAL other activities. We appreciate your assistance!

VOLUNTEER NAME _____

PHONES: HOME _____ **WORK** _____ **CELL** _____

PRESCHOOL: Sunday mornings at **the church building** 9:30 – 10:30 a.m.

____ Teach ____ Assist ____ Substitute
Do you want to teach or assist in **your child's** class? ____ If yes, child's name _____

ELEMENTARY: (Circle day) Sun 10:00-11:15 / Sun 12:00-1:15 / Wed 4:15-5:30 / Wed 6:00-7:15

____ Teach ____ Assist ____ Co-teach (Circle grade) **K 1 2 3 4 5** **at the school building**
Do you want to teach or assist in your child's class? ____ If yes, child's name _____

SUPPORT STAFF: at the school building during class time

(Circle day) Sunday 10:00-11:15 / Sunday 12:00-1:15 / Wednesday 4:15-5:30 / Wednesday 6:00-7:15
____ Substitute ____ Receptionist ____ Nursery

MIDDLE SCHOOL Mondays at **the church building** (Circle grade) Gr 6 , 7, & 8 @ 7:00-8:30PM

____ Small group leader (teacher/catechist) ____ Assistant ____ Substitute ____ Hall Monitor
____ Traffic (after class) ____ Setup/breakdown (weekday afternoons)

MIDDLE SCHOOL YOUTH GROUPS at the ROC Center on Saturday Nights (following the 6PM Mass)

Saturday Youth Group: ____ Adult Core Member ____ High School Core Member ____ Food
Wild at Heart (Boys only): ____ Adult Core Member ____ High School Core Member ____ Food
Girls of Grace (Girls only): ____ Adult Core Member ____ High School Core Member ____ Food

Thursday Night Apologetics at the ROC ____ Adult Core Member ____ High School Core Member

HIGH SCHOOL (Contact our High School Youth Minister @ 671-4434 for more information)

____ Core Team ____ Food (after Sunday night Mass) ____ Mailings ____ Other

ADULT (Call the RE Office @ 671-4434 for more information)

____ OCIA Team ____ OCIA Sponsor ____ OCIA Refreshments ____ Other Adult Classes
____ Young Adult Group ____ Baptism Ministry ____ Other Adult Ed Ministries

Parents who are not helping with any of the above programs are requested to assist with one or more of the following events: *For a description of these volunteer positions, please see the reverse side.*

____ R.E. Office Assistance (week days) ____ Babysitting (for volunteer meetings)
____ Advent Gathering ____ Lenten Gathering ____ Christmas Pageant Director
____ Class time parties ____ Sewing ____ Ministry Fair ____ Breakfast with Santa
____ Good Friday Retreat ____ Vacation Bible School (Circle: DAY / NIGHT)

Please don't sign up for the following if your child will receive these sacraments – you will be participating:

____ First Reconciliation Retreats ____ First Eucharist Retreats
____ I already volunteer with another parish ministry. Name of ministry _____

Religious Education and Youth Ministry Volunteer Job Descriptions

CATECHIST. (Teacher, co-teacher or small group leader) Be willing to share your time and faith with the children and youth in our programs. Plan weekly lessons using the Lesson Plan Schedule and teacher's guide, as well as a variety of resource materials. Obtain supplies and attendance folder from R.E. supply area prior to class. Maintain order in your room

ASSISTANT CATECHIST. Be willing to share your time and faith with the children and youth in our programs. Assist the teacher with weekly activities, discipline, and if needed, supervise the class in the teacher's absence.

NURSERY. Please arrive at least 10 minutes before class begins. Child care is provided for volunteers in the copy room at the school during Wednesday K-5 classes. A cabinet with toys & books and a TV is available in the room; a playground is outside.

RECEPTION. Please arrive at least 10 minutes before class begins. Anyone entering the school building during Sunday and Wednesday K-5 classes will be asked to sign the clipboard on your table at the entrance. During class time please check the student rest rooms and hall and ask any lingering children to return to their classroom. Occasionally you'll be asked to collate and staple papers, etc.

MIDDLE SCHOOL YOUTH GROUP HELPERS. Volunteers help with general supervision during Saturday Night Youth Group, Wild at Heart, Girls of Grace, and Thursday Apologetics Group. Volunteers can jump right into games and discussions, or observe from a distance depending on their comfort level.

TRAFFIC HELPERS. The Monday Night Middle School Edge Program has need for adults to help at dismal time assisting youth safely to their vehicles and also to help direct the flow of traffic through the car line. Monday nights from 8:15-8:45 p.m.

SUBSTITUTES. You will be called when needed. Sometimes we won't know if a teacher will be out until the last minute, so thanks for responding on short notice. Before proceeding to your classroom, please pick up the Attendance Folder and receive any instructions. Return folder here after class.

BABYSITTING at Religious Education events. Please call our office for a list of dates and let us know which events you can help with. Babysitting at the school building takes place in the copy room and in Room 4 at the church.

OFFICE ASSISTANCE. This requires a few hours each week handling routine filing, record keeping, and answering phones at the Religious Education Office.

ADVENT & LENT GATHERING. Help with one of the planned activities at the church, such as a craft, game, food distribution, etc. All materials are provided.

CLASS TIME PARTIES. Serve refreshments to the K-5 classes at the school building during class for Christmas and at the last class. Clean up afterwards.

RETREATS. Facilitate a small group activity during one or both family retreats for First Eucharist or First Reconciliation. Lesson plans and materials provided.

CHRISTMAS PAGEANT. Direct the December 24th Christmas pageant at the 4:00 or 6:00 Mass. This requires a few rehearsals, and overseeing costume distribution, etc.

MINISTRY FAIR. Help at our table under the tent at one or more Masses the weekend of the fair.

GOOD FRIDAY RETREAT. Help with one of the activities or lessons or serve pizza for lunch.

SEWING. Help sew brown and white robes for Easter Vigil and felt squares for 1st Eucharist. We provide the pattern & fabric.