

Children’s Liturgy of the Word Coordinator

➤ Overview

The Children’s Liturgy of the Word Coordinator oversees the functioning of the Children’s Liturgy of the Word program offered at the parish. The Children’s Liturgy of the Word is suitably adapted to be made relevant to the lives and experiences of young children preparing them for full participation in the Liturgy. It gives them an opportunity to receive and respond to the Sunday readings.

➤ Activities/Responsibilities

- Maintains a current list of Children’s Liturgy of the Word Teachers & Helpers/Volunteers.
- Ensures any changes in the list of Children’s Liturgy of the Word Teachers & Helpers/Volunteers are communicated promptly to the Parish Volunteer Screening Committee.
- Arranges scheduling for Teachers and helpers involved in Children’s Liturgy of the Word.
- Trains, supervises and evaluates Children’s Liturgy of the Word Teachers and volunteers.
- Follows the format for Children’s Liturgy of the Word developed in consultation with the Pastor.
- Supervises teachers and volunteers that may be present.
- Liaise with parents and/or guardians of children participating in Children’s Liturgy of the Word as needed.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Meet with Children’s Liturgy of the Word Teachers on an ongoing basis to offer support, suggestions and feedback on current and upcoming lessons.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavor.
- Is available for meetings and training on both the parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

➤ **Skills, Experience, and Qualifications**

- Fully initiated member of the Catholic Church in good standing.
- Must be at least 18 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Is knowledgeable about the teachings of the Catholic Church.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of a Liturgy Program for children.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor and Children’s Liturgy Teachers to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

➤ **Orientation and Training**

Standard parish orientation program and Children’s Liturgy of the Word Coordinator training provided by the incumbent Children’s Liturgy of the Word Coordinator or the Archdiocese of Toronto.

➤ **Participant Group**

Children’s Liturgy of the Word Teachers & Helpers, children and their families who participate in the Children’s Liturgy of the Word.

➤ **Support, Supervision, and Evaluation**

The Pastor and/or his delegate(s) are the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

_____ year term.

➤ **Benefits and Working Conditions**

Will directly contribute to the children’s liturgical experience at the Parish.

Will further develop leadership, training and facilitation skills.

Will enhance personal growth of faith and better understanding of parish liturgy.

Opportunity to perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend orientation session, training sessions and regular meetings as required.

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

An interview and personal reference checks are required.

A criminal record check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Children’s Liturgy of the	
Word Coordinator currently practiced at _____.	
(Parish Name)	

Parish Volunteer Screening Committee	
_____	_____
Pastor	Date

Prepared by: Archdiocese of Toronto