

Children’s Liturgy of the Word Teacher

➤ Overview

The Children’s Liturgy of the Word Teacher presents the Word of God to children in a systematic way according to their understanding. 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

- Prepares for each lesson by reviewing the material prior to class.
- Ensures that the hall is set up prior to the beginning of mass and cleaned up after mass.
- Escorts children to a suitable meeting place prior to the proclamation of the Word.
- Ensures that children return after the homily.
- Is present to teach all scheduled lessons as outlined in the program material.
- Leads the children in class through the activities outlined in the pamphlet.
- Liaise with the Ministry Coordinator on an ongoing basis, usually once a month, to receive suggestions and feedback on current and upcoming lessons.
- Is present for planning meetings as required.
- Shares the faith accurately and seeks support, when necessary.
- Supervise any volunteers that may be present.
- Ensures that at least two adult volunteers are present at all times during Children’s Liturgy of the Word.

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 familiar with the Liturgy and the teachings of the Catholic Church.
- 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, Children’s Liturgy Coordinator and fellow 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.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

➤ **Orientation and Training**

Standard parish orientation program and training provided by the Ministry Coordinator.

➤ **Participant Group**

Children and youth who participate in the Children’s Liturgy of the Word, Children’s Liturgy of the Word Helpers/Volunteers.

➤ **Support, Supervision, and Evaluation**

The Children’s Liturgy of the Word Coordinator or _____ is 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 Teacher currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto