



Ministry Position: Liturgy of the Word with Children Coordinator

Date Last Reviewed: July 2019

◆ **Position Overview**

The Liturgy of the Word with Children Coordinator oversees the celebration of the Liturgy of the Word with Children program offered at the parish. The Liturgy of the Word with Children is suitably adapted to be relevant to the lives and experiences of young children preparing them for full participation in the Liturgy through their own experiences of worship. It gives them an opportunity to receive and respond to the Sunday readings.

◆ **Activities/Responsibilities**

- Maintain a current list of Liturgy of the Word with Children Leaders, Helpers, lectors, and musicians
- Ensure any changes in the list of Liturgy of the Word with Children Leaders, Helpers, lectors and musicians are communicated promptly to the Parish Volunteer Screening Committee
- Arrange scheduling for Leaders and Helpers involved in Liturgy of the Word with Children
- Train, supervise and evaluate Liturgy of the Word with Children Leaders and Volunteers
- Follow the format for Liturgy of the Word with Children developed in consultation with the Pastor and the Office of Formation for Discipleship
- Supervise Leaders and Volunteers that may be present
- Liaise with parents and/or guardians of children participating in Liturgy of the Word with Children as needed
- Ensure that appropriate materials are available for worship and recommend the purchase of required resources to the Pastor
- Meet with Liturgy of the Word with Children Leaders on an ongoing basis to offer support, suggestions and feedback on current and upcoming lessons
- Collaborate with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavor
- Be available for meetings and training on both the parish and diocesan levels
- Schedule, coordinate 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: • •



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◆ **Skills, Experience and Qualifications**

- An active participant in parish worship
- Fully initiated member of the Catholic Church in good standing.
- Must be at least 18 years of age.
- Registered with the parish for at least 2 years.
- Recognized within the parish community as a person of good reputation.
- Knowledgeable about the teachings of the Catholic Church.
- 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 Leaders 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
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked



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- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and Liturgy of the Word with Children Coordinator training provided by the incumbent Liturgy of the Word with Children Coordinator or the Office of Formation for Discipleship.

◆ **Participant Group**

Liturgy of the Word with Children Leaders & Helpers, children and their families who participate in the Liturgy of the Word with Children.

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **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
- Will further develop relational skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.



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This Ministry Position Description accurately reflects the ministry of **Liturgy of the Word with Children Coordinator** currently practised at,
_____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department