



Ministry Position: Liturgy of the Word with Children Helper

Date Last Reviewed: July 2019

◆ Position Overview

The Liturgy of the Word with Children Helper assists with presenting Liturgy of the Word with Children. 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. It gives them an opportunity to receive and respond to the Sunday readings.

◆ Activities/Responsibilities

- Assist in the physical set up and take down of chairs and tables used for Liturgy of the Word with Children
- Assist in the set-up of materials required for each celebration and returning materials to their proper storage area at the end of the lesson
- Be present to assist the leaders as required during all scheduled celebrations
- Actively participate in the liturgy, helping children to worship, hear the proclamation, and share what they learn
- Under the direction of the Liturgy of the Word with Children Leader, assists with activities provided during Liturgy of the Word with Children

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

- Recognized within the parish community as a person of good reputation
- Fully initiated member of the Catholic Church in good standing
- Familiar with the Liturgy and the teachings of the Catholic Church
- Can relate effectively and communicate clearly with others, especially children and youth
- 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
- Willingness to work with the Liturgy of the Word with Children Leader to ensure the ministry is conducted with efficiency, decorum and reverence
- Has a helpful, supportive and non-threatening attitude in working with children
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly
- 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
- 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.

◆ **Participant Group**

Children and youth who participate in the Liturgy of the Word with Children.

◆ **Support, Supervision and Evaluation**

The Liturgy of the Word with Children Leader is the first level of support, supervision and evaluation. The Liturgy of the Word with Children Coordinator also exercises this role in his/her work.



◆ **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 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.
- 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.

<p>This Ministry Position Description accurately reflects the ministry of <u>Liturgy of the Word with Children Helper</u> currently practised at, _____ Parish.</p>		
<p>Pastor’s Signature</p> <p>_____</p> <p>PASTOR NAME</p>	<p>Parish Volunteer Screening Coordinator’s Signature</p> <p>_____</p> <p>COORDINATOR NAME</p>	<p>Date</p> <p>_____</p>

Prepared by: Archdiocese of Toronto, Volunteer Screening Department