

DIOCESE OF CHARLOTTETOWN
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. This program is suitably adapted to be made relevant to the lives and experiences of young children preparing them for full participation in the Liturgy and gives them opportunity to receive and respond to Sunday readings.

Activities/Responsibilities

- Maintains a current list of Children's Liturgy of the Word Teachers & Helpers.
- Ensures that **two adults** are present at all times during the children's session.
- Ensures names of new volunteers are sent to the Parish Screening Committee.
- Makes schedules for Teachers/helpers involved in Children's Liturgy of the Word.
- Trains, supervises and evaluates Children's Liturgy of the Word Teachers/helpers.
- Liaises with parents/guardians of children participating in Children's Liturgy
- Ensures appropriate materials are available/recommended for purchase to the Pastor.

Skills, Experience and Personal Qualities

- Fully initiated adult member of the Catholic Church in good standing.
- Is registered with the parish for at least 2 years/recommended by former parish.
- Is knowledgeable about basic teachings and sacramental rites of the Catholic Church.
- Is familiar with teaching methods used in delivery of Children's Liturgy Program.
- Has leadership and facilitation skills; and relates well with children and parents.
- In cases of emergency, knows contacts and/or procedures.
- Desires to serve the community and to commit time and talents to this ministry.
- Tries to ensure the ministry is conducted with reverence and is child-friendly.
- Has a helpful, supportive and respectful attitude with children and their parents.
- Maintains confidentiality appropriate to this ministry.

Screening Recommendations

This is a **High Risk** position, needing completion of a Volunteer Information Form, an interview with personal reference checks, and a Vulnerable Sector Criminal Record Check.

This ministry position description generally reflects the Ministry of Children's Liturgy of the Word Coordinator currently practised at _____ Parish

Parish Volunteer Screening Committee

Pastor

Date