

# SAINT VINCENT DE PAUL CHURCH VOLUNTEER FORM 2011-2012

Parent's Names: \_\_\_\_\_

Children's Names and Ages: \_\_\_\_\_

Phones: \_\_\_\_\_ Cell Phones: \_\_\_\_\_

E-mail: \_\_\_\_\_

## OUR PARISH MISSION:

***Following Jesus and centered in the Eucharist, we worship God and serve others.***

### Parents must choose at least one area to volunteer.

POSITION	DESCRIPTION		
<p><b><i>CATECHESIS OF THE GOOD SHEPHERD</i></b> <b><i>Ages 3- 6 (Level I) Ages 6-9 (Level II)</i></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p><u>Preschool</u></p> <p><b>3 – 6 years Level I</b></p> <p><input type="checkbox"/> Mon. 1:30-3 PM</p> <p><input type="checkbox"/> Tue. 10:30 AM-12 PM</p> <p><input type="checkbox"/> Tue. 1:30-3 PM</p> <p><input type="checkbox"/> Wed. 10:30 AM-12 PM</p> <p><input type="checkbox"/> Wed. 1:30-3 PM</p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p><u>Elementary and 1st Communion</u></p> <p><b>6-9 years Level II</b></p> <p><input type="checkbox"/> Mon. 4:00-5:30 PM</p> <p><input type="checkbox"/> Mon. 6:30-8:00 PM</p> <p><input type="checkbox"/> Tue. 5-6:30 PM</p> <p><input type="checkbox"/> Tue. 7-8:30 PM</p> <p><input type="checkbox"/> Wed. 4-5:30 PM</p> </td> </tr> </table> <p>Select a class schedule from above: Catechist <input type="checkbox"/>      Atrium Assistant <input type="checkbox"/></p> <p><u>Set Up/Tear Down</u></p> <p>Monday AM <input type="checkbox"/></p> <p>Monday Afternoon <input type="checkbox"/></p> <p>Monday Evening <input type="checkbox"/></p> <p>Tuesday Afternoon <input type="checkbox"/></p> <p>Tuesday Evening <input type="checkbox"/></p> <p>Wednesday Afternoon <input type="checkbox"/></p> <p>Wednesday Evening <input type="checkbox"/></p> <p>Thursday AM <input type="checkbox"/></p> <p><u>These may be done from home:</u></p> <p>Prepare Materials <input type="checkbox"/>      Restore Materials <input type="checkbox"/></p> <p>Cutting Shapes for Collages <input type="checkbox"/></p>	<p><u>Preschool</u></p> <p><b>3 – 6 years Level I</b></p> <p><input type="checkbox"/> Mon. 1:30-3 PM</p> <p><input type="checkbox"/> Tue. 10:30 AM-12 PM</p> <p><input type="checkbox"/> Tue. 1:30-3 PM</p> <p><input type="checkbox"/> Wed. 10:30 AM-12 PM</p> <p><input type="checkbox"/> Wed. 1:30-3 PM</p>	<p><u>Elementary and 1st Communion</u></p> <p><b>6-9 years Level II</b></p> <p><input type="checkbox"/> Mon. 4:00-5:30 PM</p> <p><input type="checkbox"/> Mon. 6:30-8:00 PM</p> <p><input type="checkbox"/> Tue. 5-6:30 PM</p> <p><input type="checkbox"/> Tue. 7-8:30 PM</p> <p><input type="checkbox"/> Wed. 4-5:30 PM</p>	<p><b>Catechists:</b> Individuals who present the lessons and materials to children ages 3-9.</p> <p><b>Atrium Assistants:</b> Individuals who assist the children during the sessions, help to set up before the session and tear down after the session.</p> <p><b>Prepare Materials:</b> Paint, cut, put together, construct materials for children to work with.</p> <p><b>Restoring Materials:</b> Cutting out materials, laundering of linens, replenishing the materials used in the Atrium.</p> <p><b>Set Up/Tear Down:</b> Helps to set up and tear down the Atrium and its materials for each session on Mondays, Tuesdays and Wednesdays.</p>
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POSITION	DESCRIPTION
<p><b>SACRAMENT PREPARATION</b>  <b>Grades 3-5</b>  Mondays 4-5:30 PM (3-5 Grade)  Mondays 7-8:30 PM (6-8 Grade)  Tuesdays 5-6:30 PM (3-5 Grade)</p> <p>Catechist <input type="checkbox"/>  Catechist Assistant <input type="checkbox"/>  Substitute <input type="checkbox"/>  Office Helper <input type="checkbox"/>  Courtyard Attendant (arrival &amp; dismissal of students) <input type="checkbox"/></p>	<p><b>Catechist:</b> Individuals who are willing to share their faith by teaching a session. (Teaching Manual and materials provided)</p> <p><b>Assistant:</b> Individuals who assist and provide additional supervision and support for Catechists.</p> <p><b>Substitute:</b> Needed at every session – grade taught can vary between 3<sup>rd</sup> and 5<sup>th</sup> grade – lesson plans will be provided.</p> <p><b>Office Helper:</b> Helps with various projects depending on the needs of the Faith Formation Office.</p> <p><b>Courtyard Attendant:</b> supervises children and parents and makes sure that everyone follows the rules for dropping off and picking up children to and from class.</p>
<p><b>CLUB 345</b>  <b>Grades 3-5</b>  Tuesdays 5-6:30 PM</p> <p>Small Group Leader <input type="checkbox"/>  Snack/Kitchen Helper <input type="checkbox"/>  Special Needs <input type="checkbox"/>  Coordinate Service Project <input type="checkbox"/>  Drama <input type="checkbox"/>  Sports <input type="checkbox"/></p>	<p><b>Small Group Leader:</b> Lead 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders in organized small group discussions.</p> <p><b>Hospitality: Snack/Kitchen Helper:</b> In charge of preparing and setting out snacks for the children.</p> <p><b>Coordinate Service Project:</b> Organizes service projects for children in 3<sup>rd</sup> – 5<sup>th</sup> grade.</p> <p><b>Drama:</b> Prepares and presents dramatic representations of the Bible stories.</p> <p><b>Sports:</b> Organize community building games.</p>
<p><b>EDGE</b>  <b>Grades 6-8</b>  Mondays 7-8:30 PM</p> <p>Small Group Leader <input type="checkbox"/>  Snack/Kitchen Helper <input type="checkbox"/>  Special Needs <input type="checkbox"/>  Coordinate Service Project <input type="checkbox"/>  Drama <input type="checkbox"/>  Sports <input type="checkbox"/></p>	<p><b>Small Group Leader:</b> Individuals who lead small group discussions and answer questions.</p> <p><b>Hospitality: Snack/Kitchen Helper:</b> In charge of preparing and setting out snacks for the children.</p> <p><b>Coordinate Service Project:</b> Organizes service projects for Middle School teens.</p> <p><b>Drama:</b> Prepares and presents dramatic representations according to the night's topic.</p> <p><b>Sports:</b> Organize community building games.</p>
<p><b>OTHER WAYS TO HELP</b></p> <p>Hospitality <input type="checkbox"/>  Musician – Vocal or Instrumental <input type="checkbox"/>  Phone/Clerical <input type="checkbox"/>  Prepare Children's Materials <input type="checkbox"/>  Donations <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Help with set-up or clean-up at Faith Formation Children's Programs.</li> <li>• Assist staff provide music for Faith Formation Events</li> <li>• Make phone calls from home or the office.</li> <li>• Copy, collate, cut, or/and staple class materials.</li> <li>• Donate: Food, snacks, beverages or monetary for Faith Formation Children's Programs or Events (Pre-school through Junior High)</li> </ul>