

Children's Liturgy

Coordinator's Responsibilities

- ❖ Children's Liturgy is held at the following masses:
 - Saturday – 5:00 p.m.
 - Sunday – 8:45 a.m. and 10:30 a.m.
- ❖ It is held in the lower church hall as follows:
 - Grades K-1 – Celebrate room
 - Grades 2-3 – Barron room
 - Grades 4-5 -Watson room
- ❖ Fill out the form to reserve our rooms for the next year. (see Mary Reichenbach or Barb Martin)
- ❖ 1 captain and 3 facilitators are needed for each mass. (4 volunteers x 3 masses = 12 volunteers each week)
- ❖ Fill your captain/facilitator volunteer pools (Aug)
 - Call previous helpers.
 - Advertise in IW bulletin (to Barb by 10:00 a.m. Tues.)
 - Advertise in “What's Up” (by 5:00 Wednesday)
 - Create a ½ sheet flyer (early Sept.- 250 copies) to be distributed to PSR families (starts mid-Sept.) and IW families.
 - Make sure all volunteers are compliant with “Protecting God's Children” (Margie Eckert) See: www.archstl.org/children for a schedule of classes.
- ❖ Check over the 3 supply boxes in the Celebrate room (sharpen pencils, check markers, crayons). Make sure everything needed is there. Consider including special ‘decorations’ for special occasions (i.e. Advent wreath, Easter, etc)
- ❖ Check over supplies in our cabinet in Sacristy (far wall, lower left). We should have 3 candles, fire starter, file folder with schedule, and name tags.
- ❖ You will receive materials (4 separate shipments) from Pflaum Publishing Group (www.pflaum.com) which show the exact dates for the year. Children's Liturgy usually runs from the end of September to early May and part time during the summer depending on volunteer availability. Each shipment will contain:
 - Good News – 9 copies (3 for each k-1, 2-3, and 4-5)
 - Promise – 6 copies (3 for k-1 and 3 for 2-3)
 - Venture – 6 copies (3 for 2-3 and 3 for 4-5)
- ❖ Contact Mary Reichenbach to compare those dates with lower church hall activities. You will need to cancel due to CHRP retreats, Dec.

- Giving Tree storage in Watson room, Christmas, sport uniform exchange, Thanksgiving, Luke 18, Timothy 4 retreat, Girl/Boy Scout Sat, K of C Brunch – notify them that you’ll be walking through???.
- ❖ Discuss any improvement areas/concerns with Deacon Jim and Mary.
 - ❖ Prepare training session(s) for new volunteers:
 - Update training material as necessary.
 - Coordinate/set up sessions(s) with Deacon Jim.
 - Advertise in bulletin and ‘What’s Up’
 - ❖ Create a quarterly schedule.
 - ❖ Gather and/or copy all necessary materials for facilitators and distribute (at least 2-3 weeks in advance). (copy code ‘111’ in parish office) (**Make 2-sided copies if possible**)
 - Separate the materials by date. You’ll need 9 envelopes (9”x12”) each week to hold materials. Purchase at Sam’s for about \$7.50. Give receipts to parish office.
 - Each facilitator should receive:
 - Pflaum materials (including teaching guides)
 - Copy of Sunday readings (make 9 copies)
 - Copy of quarterly schedule
 - List of volunteers
 - Letter from coordinator as needed
 - List of ‘additional resources’ to use
 - ❖ Put a note in each priests/deacon’s mail box reminding them when Children’s Liturgy is starting.
 - ❖ During the first few weeks, hang up poster board outside each room indicating which grades use each room so the kids know where to go.
 - ❖ Send the weekly/quarterly schedule to Barb Martin for inclusion in the Sunday bulletin. (by 10:00 a.m. Tues for the following weekend!)
 - ❖ Make 12 weekly reminder calls/e-mails to the facilitators and captain.
 - ❖ Festival of Ministries: (end of Sept.)
 - Set up is on Saturday afternoon.
 - Provide copies of facilitator and captain responsibility documents.
 - Display Lectionary and Pflaum materials.
 - Find volunteers to represent this group after each mass.
 - Recruit more wonderful volunteers!!!

God bless you for your commitment to this ministry!

Last updated: 7/1/2008