



Ministry Position: Liturgy of the Word with Children Leader/Presider

Date Last Reviewed: July 2019

◆ Position Overview

The Liturgy of the Word with Children Leader/Presider facilitates the celebration of the liturgy of the Word of God to children according to their understanding and level of participation. 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

- Prepare for each liturgy by reviewing the material prior to class
- Ensure that the hall is set up prior to the beginning of mass and cleaned up after mass
- Escort children from the Sunday assembly to a suitable meeting place prior to the proclamation of the Word
- Ensure that children return to the larger assembly after the homily
- Be present to preside at the Children’s portion of the liturgy as outlined in the worship material and guides
- Lead the children in worship through the format outlined in the guide
- Liaise with the Ministry Coordinator on an ongoing basis, usually once a month, to receive suggestions and feedback on current and upcoming Sunday liturgies of the word
- Be present for planning meetings as required.
- Share the faith accurately and seeks support, when necessary
- Supervise any volunteers that may be present
- Ensure that at least two adult volunteers are present at all times during Children’s Liturgy of the Word

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**

- 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
- Familiar with the Liturgy and the teachings of the Catholic Church
- 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 proper to the Liturgy of the Word
- Willingness to work with the Pastor, Children's Liturgy Coordinator and fellow teachers 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
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly
- Comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Demonstrates a spirit of generosity and creativity

◆ **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



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- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and training provided by the Ministry Coordinator and the Office of Formation for Discipleship.

◆ **Participant Group**

Children and youth who participate in the Children's Liturgy of the Word, Children's Liturgy of the Word Helpers.

◆ **Support, Supervision and Evaluation**

The Children's Liturgy of the Word Coordinator or designate 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
- 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.

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



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Pastor's Signature PASTOR NAME	Parish Volunteer Screening Coordinator's Signature COORDINATOR NAME	Date
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Prepared by: Archdiocese of Toronto, Volunteer Screening Department