

**St. Charles Borromeo Religious Education
Volunteer Needs
2006-2007**



Your helping hands are needed to make faith formation a success at St. Charles. Please read below and complete the back of this sheet to volunteer. Thank you!

Lead Catechists and Assistant Catechists for Grade Based RE

Teams of two teachers work together at each grade level. All materials are provided with the religious education textbook series. Each week, the lead catechist prepares the lesson prior to each class. Also, there will be two training/planning meetings during the year.

Substitute Catechists for Grade Based RE

Substitute catechists fill in for any lead or assistant catechist who is unable to teach his/her class. They are called and prepared ahead of time. We would like to maintain a list of those available to substitute in order that catechists may directly contact a substitute when needed.

Hallway Assistants for Grade Based RE

These volunteers assist the Sunday On-Site Supervisor with any tasks that arise such as passing out notices to catechists and/ or orienting new families.

Supplies Coordinator for Grade Based RE

The supplies coordinator inventories supplies on a periodic basis, lists those supplies needed, and purchases supplies, if possible. Costs for anything purchased would be reimbursed.

Atrium Level I (ages 3-6) and Atrium Level II (ages 6-9) Lead Catechists

Lead catechists in the Atrium, also called The Catechesis of the Good Shepherd, prepare and present lessons to small groups of children. The lessons use the materials in the Atrium and provide a way for children to grow in their relationship with God. The growth of this relationship is assisted by the adult, but is directed by the Spirit of God. Training to become a lead catechist takes place one Saturday a month from September to June. Cost of training will be covered for any adults who are interested in being catechists and are able to commit to serving in the parish through this ministry for at least two years. For more information on the training classes, please visit the website, www.cctheo.org and click on courses.

Atrium Level I (ages 3-6) and Atrium Level II (ages 6-9) Assistant Catechists

Assistant catechists help the lead catechist guide the children as they work with the Atrium materials. They also assist with preparing materials for lessons. Assistant catechists are encouraged to attend training in the Catechesis of the Good Shepherd, but are not required to do so.

Supplies Coordinator for the Atrium

Some supplies in the Atrium, such as paper, cut outs for different projects, glue, wine, etc. need to be replaced throughout the year. This person will periodically check the current inventory and replenish supplies as needed. The cost of supplies would be reimbursed.

At-Home Religious Education Coordinator

This person will coordinate our relatively new At-Home religious education option. The hope is that this person will make contact with those families enrolled in this option and seek to coordinate or communicate about offerings which can bring these families together periodically throughout the year.

Coordinator of Catholic Book Club

Approximately four times per year, the Catholic Family Book Club sends the parish order forms for a variety of religious books for children. Coordination will involve distributing and collecting forms; placing the order; and distributing the books.

Librarian

A library of religious books and resources for parents and children will be made available once a month. The librarian will check-in and checkout books once a month Sunday mornings from 10-11 a.m. in the school hallway. A database has been compiled which will be used to keep track of our resources. Periodic reminders to those who have books out for an extended period of time may be needed.

Registration Assistance

Assistance is needed in August and September to prepare folders, books, etc. for the first day of classes. Also, help is needed during the first several weeks of class to handle new registrations and orient new families. Please indicate your availability (e.g., September only).

Data Entry

Periodically, there is a need to input data from registration forms and data about resources for children and families into their respective databases.

Music Ministry

Periodically, during specially scheduled programs for children and families, musical accompaniment would make the celebration more meaningful. If you sing or play an instrument, your help would be greatly appreciated during the year.

Please complete the bottom of this sheet to indicate in which area(s) you can help. Please return it with your child/ren’s registration form or directly to Anne Marie Kaufmann in the Parish Office. You also may contact me directly at akaufmann@stcharleschurch.org or 703-527-5500, x119 to indicate your interest or if you have any questions. Thank you.

**Grade Based Religious Education Volunteer Form
2006-2007**

Name _____

Home Phone #: _____ Work Phone #: _____

Email: _____

Volunteer Position (if Lead Catechist, Assitant Catechist, or Substitute, please indicate grade or preference(s)).

Any additional comments or suggestions:

Thank you for supporting religious education at St. Charles!