

Responsibilities of Service Initiative Class Coordinators

If you are considering volunteering to be a Service Initiative Class Coordinator, please familiarize yourself with the information below and decide whether you have the time and interest to undertake the position before volunteering.

There are generally at least two Service Initiative Class Coordinators per class. These Service Initiative Class Coordinators are normally selected by the classroom teacher in conjunction with the Religious Education Coordinator from the pool of parents who expressed an interest in being a Service Initiative Class Coordinator for a particular class. **Only parents who are in FULL COMPLIANCE with DRVC Requirements for Volunteers are eligible to be selected as a Service Initiative Class Coordinator. NO EXCEPTIONS.**

Semi-Annual Communion Breakfasts

Service Initiative Class Coordinators work with the St. Anne's School Board to organize their respective grade specific Communion Breakfasts, which generally take place each spring and fall following an 8:30am Sunday Mass. There are two Masses divided into grades K-4 and 5-8 on different weekends in both the spring and the fall. Coordinators from each of the invited grades work together to organize the breakfasts, including purchasing refreshments, collecting money, setting up, serving, and cleaning up.

Grades K & 1: Families in Service

Initiative's Mission:

The kindergarteners and first grade are partnered with the Families in Service Ministry. This ministry offers the opportunity for families, especially with young children, to come together for service projects several times a year. Children learn the rewards of volunteerism in a shared experience with their families.

The Families in Service events include both a fall and spring sandwich making project for the Mary Brennan INN, Christmas caroling at the homes of our senior parishioners in December, and a flower planting day in late spring. All kindergarten and first grade families are invited to participate in all of the Families in Service Projects offered.

REQUIREMENTS FOR COORDINATORS:

All Families in Service events are **WEEKEND** activities. Coordinators must be available to attend the events.

Sandwich Making: Oversee event, including set-up, clean-up, and sandwich delivery if necessary.

Christmas Caroling: Oversee event, including organizing groups, purchasing refreshments, set-up, and clean-up.

Flower Planting: Oversee event, including set-up and clean-up.

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Grade 2: Senior Ministry/Letter Writing

Initiative's Mission:

The second grade is partnered with the Senior Ministry. The students are taught to live their faith by extending themselves to others. The students each write to a senior member of the parish. They send cards for Thanksgiving, Christmas, Valentine's Day, and Easter. In the spring the students and homebound/senior parishioners have an opportunity to meet at a special parish Mass and reception.

REQUIREMENTS FOR COORDINATORS:

Most activities take place **DURING THE SCHOOL DAY**. Coordinators must be available for these activities. The Homebound Mass Reception takes place following a Sunday Mass in May. Coordinators must be available to attend.

Holiday Cards: Attend student letter writing sessions, address envelopes, and mail the letters.

Homebound Mass Reception: Organize event, including purchasing refreshments & paper goods, set-up, serving, and clean-up.

Grade 3: Senior Scene

Initiative's Mission:

The third grade is partnered with the Senior Scene, a great group of senior parishioners who meet at Saint Anne's every other Wednesday. The students visit the Senior Scene each month and develop an ongoing relationship with the seniors through a journaling activity. The students often prepare a craft, song, or play to present to the seniors. In addition, third graders participate in a toiletry drive for the Mary Brennan INN during Lent.

REQUIREMENTS FOR COORDINATORS:

These activities take place primarily **DURING THE SCHOOL DAY**. Coordinators must be available to attend.

Senior Scene: Must be available to attend when requested by the teacher.

Nativity Pageant: Assist the class with their nativity costumes at the Christmas Concert and the following day at the Senior Scene Nativity Pageant.

Toiletry Drive: Sort, organize, and package donations.

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Grades 4 & 5: Loaves and Fishes

Initiative's Mission:

The fourth and fifth grades work with the Loaves and Fishes Ministry. Every week, the classes take turns collecting cans for the weekly food drives. These grades also assist with the clothing drive in the fall. For Thanksgiving, each class sponsors a family in Wyandanch and collects food for the family. At Christmas, each class sponsors the same family and purchases gifts and food. In the spring, the classes make Easter Baskets which are delivered to several parish outreach centers.

REQUIREMENTS FOR COORDINATORS:

These activities take place both **DURING THE SCHOOL DAY** and **ON WEEKENDS**. Coordinators must be available to attend events and activities.

Thanksgiving & Christmas Sponsor-a-Family: Set up online Wish Lists, sort and organize food and gift donations, deliver food and gifts when necessary.

Easter Basket Drive: Help organize and oversee distribution and collection of baskets at Masses, sorting, and delivery.

Grades 6 & 7: The Middle Years—Support Our Troops

Initiative's Mission:

The 6th and 7th grades work with the Middle Year's Group "Support Our Troops." They participate in projects to provide support for American soldiers abroad and in America military hospitals. For Christmas, they collect various food, clothing, and useful items and fill stockings for soldiers serving in Afghanistan. They also write letters with prayer cards for these soldiers. The students participate in a spring collection in support of Project Veterans' Independence to provide basic necessities for veterans transitioning back into civilian life.

REQUIREMENTS FOR COORDINATORS:

The activities for these initiatives all take place **DURING THE SCHOOL DAY**. Coordinators must be available to attend the activities.

Christmas Stockings: Organize and sort donations, oversee and assist with stocking filling, package and mail stockings.

Spring Collection: Organize and sort donations, assist with delivery if necessary.

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Grade 8 - Share-a-Meal & Other Services

Share-a-Meal Initiative's Mission:

The eighth grade works with the Ministry called Share a Meal. They help prepare meals for needy families in the parish. The meals are prepared at school and delivered to the families. They also write letters to the families in order to establish relationships with the people they are helping.

REQUIREMENTS FOR COORDINATORS:

Share a Meal activities take place **MONTHLY DURING THE SCHOOL DAY**. Coordinators must be available to attend.

Coordinators supervise and assist with meal preparation, including set-up and clean-up, and help organize deliveries.

Handcrafting Justice Initiative's Mission:

Handcrafting Justice is a non-profit organization that allows for individuals to receive fair wages for their labor and promotes fair trade around the world. All of the items that are sold by this organization are handmade by individuals who are receiving the wages that they rightfully deserve thanks to the efforts and work of this organization. This service project aligns with the Catholic Social Teaching Principles of Economic Justice. Handcrafting Justice comes to St. Anne's one weekend in November where they sell their goods after weekend Masses.

REQUIREMENTS FOR COORDINATORS:

Handcrafting Justice activities take place on Saturday and Sunday on a particular **WEEKEND** in November. Coordinators must be available to attend.

Coordinators organize volunteer coverage for the weekend, and assist with set-up, sale, and take down.