

ST. STEPHEN CATHOLIC CHURCH  
**FAITH FORMATION VOLUNTEER FORM**

Our programs rely on the support of our volunteers. Please consider teaching,  
or helping with SEVERAL other activities. We appreciate your assistance!

**VOLUNTEER NAME** \_\_\_\_\_

**PHONES: HOME** \_\_\_\_\_ **WORK** \_\_\_\_\_ **CELL** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**ELEMENTARY:**     Sunday 8:00-9:15     Sunday 11:00-12:15     Wed 4:15-5:30     Wed 6:00-7:15

Teach     Assist     Co-teach    **PRE-K4 thru Grade 6** Preferred grade \_\_\_\_\_  
(Please know **PRE-K4** is only on Sunday at 11am and **Grade 6** is only on Sunday at 8AM and Wednesday at 6PM)

Do you want to teach or assist in your child's class?  If yes, child's name \_\_\_\_\_

**SUPPORT STAFF: at the school building during class time**

Sunday 8:00-9:15     Sunday 11:00-12:15     Wednesday 4:15-5:30     Wednesday 6:00-7:15

Substitute     Receptionist     Nursery     Hall Monitor

**MIDDLE SCHOOL at SCS (Circle grade) Mon. 6-7:15PM**  
**for Gr 7, Gr 8 & High School Confirmation**

Small group facilitator     Assistant     Substitute     Hall Monitor     Traffic (after class)

**HIGH SCHOOL** (Contact our High School Youth Minister @ 671-4434 for more information)

Core Team     Other \_\_\_\_\_

**ADULT** (Call the Faith Formation Office @ 671-4434 for more information)

RCIA Team             RCIA Sponsor             RCIA Refreshments     RCIA Hospitality  
 Other Adult Classes     Young Adult Group     Baptism Ministry  
 Other Adult Ed Ministries

Parents who are not helping with any of the above programs are requested to assist with one or more of the following events: *For a description of these volunteer positions, please see the reverse side.*

Faith Formation Office Assistance (week days)             Babysitting (for volunteer meetings)

Class time parties             Sewing

# Faith Formation Volunteer Job Descriptions

**CATECHIST. (Teacher or co-teacher)** Be willing to share your time and faith with the children and youth in our programs. Plan weekly lessons using the Lesson Plan Schedule and teacher's guide, as well as a variety of resource materials. Obtain supplies and attendance folder from Faith Formation supply area prior to class. Maintain order in your room.

**ASSISTANT CATECHIST.** Be willing to share your time and faith with the children and youth in our programs. Assist the teacher with weekly activities, discipline, and if needed, supervise the class in the teacher's absence.

**NURSERY.** Please arrive at least 10 minutes before class begins. Childcare is provided for volunteers during class times.

**RECEPTIONIST.** Please arrive at least 10 minutes before class begins. Anyone entering the school building during Sunday and Wednesday PRE-K4 - 6 classes will be asked to sign the clipboard on your table at the entrance. During class time, please check the student rest rooms and hall, and ask any lingering children to return to their classroom. Occasionally you'll be asked to collate and staple papers, etc.

**SUBSTITUTES.** You will be called when needed. Sometimes a teacher will inform our office of their absence at the last minute, so thank you for responding on short notice. Before proceeding to your classroom, please pick up the Attendance Folder and receive any instructions. Return folder and materials after class.

**OFFICE ASSISTANCE.** This requires a few hours each week handling routine filing, record keeping, and answering phones at the Faith Formation Office.

**CLASS TIME PARTIES.** Serve refreshments to the PRE-K thru Grade 6 classes at the school building during class for Christmas and at the last class.

**SEWING.** Help sew brown and white robes for Easter Vigil, and other various Faith Formation needs. We provide the pattern & fabric.