

Children's Sacramental Program

Team Manual



This booklet is a work-in-progress. It outlines the role and responsibilities of the Children's Sacramental Team as they seem to be evolving at this time (2006). A little 'systems manual' if you like.

Team members are invited to shape this manual throughout the coming year, through their coal-face experience and expertise.



The roles described within are:

- Children's Sacramental Program Coordinator
- Secretary
- Enrolments Coordinator
- Presentation Coordinator
- Parent Night Coordinator
- Interview Coordinator
- Ceremony Coordinator
- O.L.D. School Liaison
- State School Liaison
- Youth Coordinator
- S.W.O.T. Team
- Pastoral Associate
- Priest



Not all roles are currently filled, therefore expansion of this team is an ongoing task.



Children's Sacramental Program Coordinator

Oversee entire process for that sacrament.

Note: ideally we would have three coordinators, one for each sacrament.

- Liaise with PP, parish office staff
- Support and motivate team
- Discuss program developments, updates
- Finetune processes as we go, keep us all on track
- Arrange the timetable for that sacrament
- Book rooms
- Set meeting agendas
- Liaise with the various coordinators
- Troubleshoot and fill gaps as necessary

Secretary

- Take notes at core team meetings and email them to relevant persons within three days.
- Record keeping for Enrolments Weekend & Interview Weekend.
- Check on missing details; check all certificates after printing
- Organise Certificate packs – e.g. order medals, people to assist packing.
- Parish bulletin notices for each step.

Enrolments Coordinator

- Assemble a team of helpers and ensure that all have the appropriate instructions and support; fill in for an absentee.
- Prepare room
 - o Arrange for and sign out key at school office on Friday afternoon, obtain alarm code.
 - o Set up room: tables, chairs, pinboards, tea/coffee (for helpers), check toilets, etc.
- o Admin check list:
 - Documents:

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o Admin check list:

Documents:

- Enrolment forms;
- Brochures;
- Presentation cards;
- Interview slips
- Signs

Stationery:

- Pens, thumb tacks, stapler and staple, paper clips, containers (boxes), large ring binders, etc.

Money tray

o Close up room: clean up, lights, fans, windows, alarm, return key to school office on Monday morning.

o After enrolment weekend:

Check all enrolments

Arrange alphabetically in ring binders

Follow up outstanding enrolments (those expected but missing)

Report and pass on info to Sacramental Program Coordinator, who checks and gives updated info to Secretary.



Presentation Coordinator

- Copy extra presentation cards and have them accessible in church, with pens.
- Liaise with priests; ensure he/they have a copy of the presentation ritual.
- Organise at least one person to oversee the presentation at each Mass. This person might help usher the children, assist a child without a card, meet and greet parents/children beforehand, and generally be on hand to support the whole process.



Parent Night Coordinator

- Ensure that the following components of the two parent evenings are covered:
 - o Agenda / Content
 - o Speakers
 - o Resources, handouts
 - o Equipment (CD player, video, screen, microphones, lectern)
 - o Admin table: for secretary
 - o Prayer space
 - o Hospitality (meet & greet parents)
 - o Babysitting (personnel, sign-in sheet, children's videos/activities, etc)
 - o Set up and clean up of venue (tables, chairs, pinboards, check toilets, etc.)

Interview Coordinator

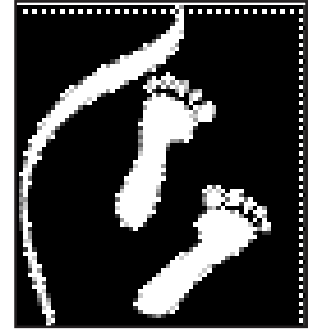
- Oversee entire Interview process
- Assemble a team of helpers and ensure that all have the appropriate instructions and support.
- Liaise with Secretary and be available to help direct people.
- Troubleshooting e.g. arrange a second interview in a difficult case, or arrange for the child/parent to see a particular person.
- Prepare room
 - o Arrange for and sign out key at school office on Friday afternoon, obtain alarm code.
 - o Set up room: tables, chairs, pinboards, tea/coffee (for helpers), check toilets, etc.
 - o Admin check list:
 - Interviewer's Pack:
 - Spare workbooks;
 - Interview questions;
 - Letter for Parents;

clips, containers, ring binders, etc.

- Other: bread/wine samples for Communion Program; signs for directing people traffic.
- o Close up room: clean up, lights, fans, windows, alarm, return key to school office on Monday morning.
- o After Interview weekend: Report back to Sacramental Program Coordinator

Ceremony Coordinator

- Ensure the following aspects have been covered:
 - o Liturgy: arrange the liturgical details in discussion with celebrant, and have copies of ceremony for those who need it, e.g. celebrants, readers.
 - o Liaising with Program Coordinator to arrange details of seating and 'people traffic' (e.g. reserved signs on pews, name tags for candidates, placing of certificate packs.)
- Order of service / Mass booklet
- Ministers (as required)
 - o Priests
 - o Readers o Servers
 - o Offertory o Symbol-bearers
- Music: find suitable musical options for ceremonies: choice of music, musicians, singers, CDs, practice times, words to songs, copyright.
- Set up and clean up of Church including car park gates and outside lights.
- Decorating of church e.g. banners, symbols, lighting, candles, etc.
- Hospitality (food/beverage) for team and visiting priests.





Parish School Liaison

- Act as a liaison point between parish and school
- Promote sacramental program in the school context e.g.
 - o At staff meetings
 - o Newsletter items
 - o Ensure teachers have copies of enrolment forms and other info
 - o Classroom awareness; Parent awareness – generally promote a sense of sacramental enthusiasm/celebration
- Follow up enrolments at school (i.e. supporting the parish's responsibility to chase up forms, etc)
- Involve children in ceremony e.g. reading, offertory, singing
- Assist with the follow up of difficult cases where possible
- Other ideas Lauren may have...

State School Liaison

- Act as a liaison point between Parish and State School SRE
- Promote sacramental program in the SRE context e.g.
 - o At Catechist meetings
 - o Newsletter items in state schools
 - o Ensure catechists have enrolment forms and other info
 - o Classroom awareness; Parent awareness – generally promote a sense of sacramental enthusiasm/celebration
 - o Assist with parental enquiries
- Encourage catechists to follow up enrolments at school (i.e. supporting parish responsibility to chase up enrolment forms etc)
- Involve children in ceremony e.g. reading, offertory, singing

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Youth Coordinator

- Ensure that the program is adapted appropriately for youth in Year 7 and above.
 - o Order age-appropriate resources
 - o Organise a series of youth sacramental gatherings if feasible.
 - o Liaise with Children's Sacramental Program Coordinator, Pastoral Associate and Youth Minister.

S.W.O.T. Team

(‘Special Operations Team’ for delicate trouble-shooting.)

- Follow up and assist with difficult cases on a family-by-family basis: e.g.
 - o Non-Catholic parent who is confused by Catholic terms
 - o Unstable home environment
 - o Uncooperative parents
 - o Child with a disability
 - o Language difficulties
- Liaise closely with Program Coordinator, Pastoral Associate.

Note: a SWOT team member might handle anywhere between one and six cases a year.





Pastoral associate

- The role of the Pastoral Associate (Sacraments) is to support all the above, aiming for maximum parishioner involvement and developing lay leaders/personnel.
- Fills gaps and troubles shoots as necessary but should not take the role of an able parishioner-leader except as a temporary measure as circumstances demand.
- Assists with program development.
- Acts as a liaison point between Children's Sacramental Program and all the other sacramental processes in the parish.
- Assists with office processes that allow a smooth running of the Children's Sacramental Program.

Priest

The Parish Priest is ultimately responsible for the sacramental formation of the children in the parish, though he delegates part of this role to the Sacramental Program Coordinator, supported by the Pastoral Associate.

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