

## **Service Ministry Role Descriptions**

### **Chaperone:**

*Provide an adult presence at youth social functions, field trips and service projects. Chaperones work with the Coordinator and together are responsible for maintaining a safe, secure, and Christian environment for the activity.*

### **Child Care:**

*Child Care providers watch over the younger children of formation ministers during formation sessions. The children's ages can be from a few months to 5 years old. Child Care providers must arrive at least 15 minutes prior to the beginning of the session and remain 10 minutes after the end of the session.*

### **Crossing Guards/Hall Monitors:**

*Crossing Guards need to be on duty outside the school building 15 minutes before the session starts to facilitate the safe arrival of children. When the session begins they will serve as hall monitors. After the session ends they again resume their duties outside and are to remain until the children have left the building.*

*Hall Monitors are responsible for maintaining a safe and secure environment in the building during formation sessions. They also need to be on duty 15 minutes prior to the start and 10 minutes after the end of each session to maintain an orderly environment.*

### **Driver:**

*Provide transportation to and/or from an event or service project. Drivers will be required to provide the necessary current documentation to meet diocesan and parish requirements prior to serving as a driver.*

### **Event Support Staff:**

*Help the Youth Ministry Team with various tasks at church large group nights, events, or retreats. Tasks could include: set-up, clean up, parking lot supervision, snacks, attendance, etc.*

### **Music Group:**

*Join high school youth in serving as a music minister for prayer services, masses, praise and worship, or just for fun. Bring your own instrument in a case or in your voice.*

### **Occasional Hospitality:**

*Assist the Coordinator or Director in planning and carry out in-services, presentations, or social events for catechists, parents, and families in faith formation. These events will mostly take place on evenings outside of the regular Faith Formation evenings. Typical tasks include decorations, refreshments, event sign-in, clean up, etc.*

### **Occasional Office Support:**

*Assist the Faith Formation Office in completing various office projects or mailings. This on-call position happens on a project and time availability basis and is negotiated between formation staff and the individual as the workload requires.*

### **Office Support:**

*Assist the Faith Formation Office during formation sessions by checking attendance, making phone calls to parents, answering the phone, and completing various office projects or mailings. In order to answer phones during arrival time for catechists and young people, Office Support must arrive 15 minutes before scheduled session time.*

### **Small Group Host**

*Host a Middle School or High School small group in your home. You provide the space and facilities for a small group to meet. Someone else serves as the catechist for the group.*

### **Special Needs Aide:**

*Special Needs Aide works one on one with a young person with special needs. This ministry is individually and mutually agreed based on the matching of abilities between the young person and the aide.*

### **Student Mentor:**

*Special needs aide who is a high school student, who sits beside a student with special needs during Faith Formation session to help the student stay on task with class work and to re-direct child if needed.*

### **Youth Ministry Team:**

*Serve on a retreat, on a service/mission trip, or as part of a ministry experience with youth. Often this will be overnight or multiple day events.*

**Note: All ministers in Initial Faith Formation Ministries will need to meet the requirements under the "Safe and Sacred Places" guidelines as established by the Diocese of Superior and St. Patrick Catholic Community.**



**OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

POSITION: \_\_\_\_\_

DAY: \_\_\_\_\_ TIME: \_\_\_\_\_

CHILDREN IN PROGRAM: YES NO

S&S COMPLETION: YES NO

VOL. MANUAL RECEIPT: YES NO

CODE OF CONDUCT RCPT: YES NO

BACKGROUND CHECK: YES NO

ABLE TO USE: YES NO

SERVICE CREDIT: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONES (evening): \_\_\_\_\_

(day): \_\_\_\_\_ (is this):  home  cell  work

If work, may we call you at work?  YES  NO

Have you completed the initial *Safe and Sacred Places* training?  YES  NO  
(If not at St. Patrick please include a copy of your certificate)

**Please check the ministry position in which you would like to serve:**

**ELEMENTARY (Grades K - 5 )**

Crossing/Hall Monitor  
Special Needs Aide  
Student Mentor

Office Support  
Childcare

Occasional Office Support\*\*  
Occasional Hospitality\*\*

**MIDDLE AND HIGH SCHOOL (Grades 6-11)**

Small Group Host  
Youth Ministry Team  
Youth Music Group

Chaperone  
Driver

Event Support Staff\*\*  
Occasional Hospitality\*\*  
Occasional Office Support\*\*

**Please indicate what day and time you would be available:**

**Note:** (times represent presence 15 minutes before and 10 minutes after sessions required to maintain a safe and secure environment for our young people)

WEDNESDAY  4:45-6:20 p.m. (Grades K-5)  6:15-7:50 p.m. (Grades K-5)  5:45-7:40 p.m. (Middle School)  6:45-8:40 p.m. (Senior High)

**Note:** You will be assigned to the same time your child(ren) is (are) assigned to attend unless otherwise requested.

\*\*If you can help on an occasional basis, what day(s) and time(s) would you be available?

\_\_\_\_\_

\_\_\_\_\_

**The above choices reflect my willingness to serve in Formation Ministries at St. Patrick Catholic Community for 2011-2012.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)