



Faith & Family Time and Talent Form



Faith Transmission is a cooperative effort, a partnership between the family and the Eucharistic Community. As a part of the Community, parents are invited to fully participate in our effort by sharing, if possible, their time and talents. Volunteerism is an essential part of the Community's ability to support families in their Faith journey. Please indicate areas where you would be available to offer your talents:

Please provide some personal information. Please print clearly.

Last Name		First Name		Date of Birth		
				Year	Month	Day
Address			City	Postal Code	Telephone #	
e-mail			Cel. No.	Name of child(ren) in program?		

Note	<p><i>As a volunteer working with children, I give permission to St. Luke's Parish to proceed with a routine security check performed by the appropriate Police Department.</i></p>	Note
<p style="text-align: center;">Signature _____ Date: _____</p>		

Please check the area(s) where you wish to share your time and talent. Thank you for your support.

Tasks that need to be accomplished

	Registration Volunteer: Assist with registration in the spring & distribution of books in September.
	Welcoming Volunteer: Arrive early (approx. 15 minutes) before Workshops to welcome parents, distribute handouts, etc.
	Hosting volunteer: Set up and prepare refreshments (coffee, tea, etc) at workshops and retreats.
	Facilitator: Willing and able to facilitate discussion or activities in small groups during Parent and or children's workshops and retreats.
	Telephone Committee Coordinator: Responsible for the distribution of telephone lists as well as relating to each Telephone Committee member the appropriate message in a timely fashion.
	Telephone Committee Member: Each member receives a list of families from the coordinator. A message to the families will be communicated to you by the coordinator and you in turn will relay this message to the families.
	Ad-Hoc Telephone Committee: Person willing and able to assist the Education office in making phone calls regarding specific issues as they arise during the year.
	Sewing: Help with the sewing needs of our programs as the needs arise.
	Crafts: Prepare materials required for a particular craft activity.
	Music: Many possibilities – Teach songs to children – accompany children in their singing.
	Calligraphy: Use calligraphy skills to prepare the certificates remitted to the Children.
	Special Events: Assist in planning special events (such as the potluck suppers) or other activities

Our program would not be successful would it not be for the dedication of the catechists, their assistants and parent helpers. Especially, if your child is taking part in a Parish Based program, I would invite you to consider helping in this area. Please see reverse side for more information on the expectations. Parents whose children are not coming to the parish are more than welcome to help out as well. Our hope is that all classes will not only have a catechist and co-catechists but will also be assisted by a classroom helper.

**Please return this form to the Education Office
Thank you!**



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Please read the commitment information below and indicate in the appropriate your preference. If you would like to discuss this further, please call the Education Office and we will gladly sit down and meet with you. Thank you for considering being part of this wonderful ministry of LOVE. God Bless.

Please ✓ your availability

Time	Catechist	Co-catechist	Classroom helper	Which level do you prefer to teach?		
Tuesday, 4:00pm to 5:30pm				Rank preference (1,2,3)		
Wed. 4:15pm – 5:45pm				Level 2		
Friday 6:45pm – 8:00pm				Level 5		
Saturday 3:30pm – 4:45pm				Level 6		

Volunteer Catechist or Co - catechist Commitment

Recognizing my responsibility as a Volunteer Catechist I agree to:

- ❖ To share to the best of my abilities my talents and my love of God with the children that I work with;
- ❖ Keep accurate attendance records;
- ❖ Be in the classroom a few minutes before the children arrive in order to get supplies and greet the students;
- ❖ Keep the classroom atmosphere on a positive level;
- ❖ Begin and end the class session on time;
- ❖ Make an effort to attend **some** of the workshops offered during the year either by the Parish or the Diocese;
- ❖ Keep the Education Office informed of the progress of the group;
- ❖ Be willing and able to work in cooperation with a co-catechist or a classroom helper;
- ❖ If you cannot attend a class, advise the Education office as soon as possible – class lessons should be prepared and left for a substitute.

Classroom Helper Commitment

Recognizing my responsibility as a Volunteer Catechist, I agree to:

- ❖ Attend all class sessions, as agreed;
- ❖ Help take attendance at each class;
- ❖ Help with discipline in the classroom;
- ❖ Supervise bathroom activities (water fountain and facilities);
- ❖ Circulate in the classroom as needed, especially during activity time;
- ❖ Be prepared to substitute for the catechist in his/her absence, where possible.
- ❖ Make an effort to attend **some** of the workshops offered during the year either by the Parish or the Diocese;

**Please return this form to the Education Office
Thank you!**