Adult Volunteer Form – 2024 -2025

Please indicate the Session at which you would like to volunteer in September. If you are flexible, please check any at which you would be willing to teach.

**All Religious Education Sessions include Grade 1 through 8.**

Session 1: Monday, 4:30 to 6:00 p.m. \_\_\_\_\_\_\_\_

Session 2: Monday, 6:30 to 8:00 p.m. \_\_\_\_\_\_\_\_

Session 3: Tuesday, 4:30 to 6:00 p.m. \_\_\_\_\_\_\_\_

Session 4: Wednesday, 4:30 to 6:00 p.m. \_\_\_\_\_\_\_\_

Session 5: Wednesday, 6:30 to 8:00 p.m. \_\_\_\_\_\_\_\_

**These Special Classes are held on Monday:**

1. Holy Innocents (Special Needs students) ages 6 to 14: 4:30 - 5:30 p.m. \_\_\_\_\_\_\_\_
2. RCIC (unbaptized or non-Catholic children, ages 7 to 12: 6:30 – 8 p.m. \_\_\_\_\_\_\_
3. Teen Special Sacraments/RCIT (haven’t received their sacraments) age 13 to 19: 4:30 – 6 p.m. \_\_\_\_\_\_\_\_\_

**These Special Classes are held on Thursday:**

1. RCIA for Adults (ages 20 +): 6:30 to 8 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade(s) preferred to teach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you have attended Virtus training? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your fingerprinting up to date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am/would like to be a (circle one): Catechist Aide Hall Monitor Office Volunteer

**Adult Volunteer Instructions & Rules**

Thank you so much for your help in this ministry! Remember your service is to Jesus!

**Schedule**

Week of 9/23/24 - 9/26/24 to week of 5/5/24 - 5/7/24

See RE calendar attached for days off due to breaks and holidays.

**Arrival Procedures**

Please arrive at the Parish Hall 5 to 10 minutes before the beginning of each session. Sign in at the RE Office (labeled Faith Formation Office) and pick up your name badge.

**Catechists**

As a Catechist, you are one of the driving influences of faith in your students’ lives. You are responsible for being an example of Jesus and teaching the basics of the Catholic faith to our youth. You must be attentive and involved in this ministry, attending meetings when necessary and bearing the face of Christ to all you meet. Further duties are outlined in the Catechist handbook.

**Aides**

As an aide, it is your responsibility to assist the Catechist with their needs in the classroom. This can include retrieving supplies from the RE Office, walking students to the restrooms, and redirecting students’ attention to their teacher when they become distracted.

**Hall Monitors**

As a hall monitor, it is your responsibility to supervise the hallways (upstairs and downstairs). You must ensure that students are not roaming around outside of the classroom. If you suspect any suspicious activity, such as anyone hanging around or in the building who is not a volunteer, report it to the RE Staff right away.

**Office Volunteers**

As an office volunteer, it is your responsibility to help the RE Staff with tasks that need to be done around the RE Office. This can include preparing for meetings, events, and Sacraments by putting together packets, signs, and organizing materials.

**Dismissal Procedures**

All classes will return to the Parish Hall for dismissal. Teacher aides should stay with their classes, helping parents sign their children out if the teacher is unable. Please leave your name badge in the RE Office.

**Dress Code**

All volunteers should dress in comfortable, modest, casual clothing. Tops must not hang low at the chest or be cropped high, showing torso. If wearing shorts, they must be modest length (mid-thigh or lower). Please refrain from wearing sandals or high heels. Remember, you are setting an example for the children!

**Cell Phones and Electronics**

Cell phones and other electronic devices are not to be used during RE classes. If you must make an emergency call, first leave the classroom or office as to not disturb others.

**Behavior**

You are expected to respect the rules as a volunteer at St. Veronica’s. You are a role model for the kids. Failure to follow rules may result in dismissal from the program.

We need you to be focused on task and on the safety of the environment around you.

You are not allowed to leave the job you are assigned to and go to a different position without approval from RE Staff. If you are having a problem with your assigned position, speak with Ms. Mira or Ms. Maddie.

**Problems**

If you see any problems or issues with the students or other volunteers, please tell the RE staff immediately. If you suspect any suspicious activity, such as anyone hanging around or in the building who is not an assigned volunteer, report it to RE Staff right away.

**Assignments**

Please follow the rules and responsibilities for your volunteer positions.

Remember that we can change your assignment at any time if we need you to help a different group. I appreciate your cooperation and understanding if this should occur. We need to function as a team to make this year run smoothly.

Feel free to contact me if you have any questions or concerns.

I am looking forward to a fruitful and fun year of Religious Education!

Yours in Christ,

Mira Welnowska

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed full name), have read and promise to obey the above procedures/rules as a volunteer in Religious Education at St. Veronica Parish. I will also sign and submit the Diocese of Trenton Volunteer Application.

Signature Date