



*St. Croix Valley
Faith Formation
Volunteer
Opportunities*

St. Croix Valley Faith Formation
218 E. Willard Street
Stillwater, Minnesota 55082
651-351-3175

Mission Statement

To make the name of Jesus Christ known and loved in our time by living the gospel, teaching the profession of faith, celebrating the sacraments, informing about the moral life of Christ, and cultivating Christian prayer for the Church communities of St. Charles, St. Mary, and St. Michael

Goals

- 1. To nurture and develop the faith of the parishioners of all ages, conscious of the essential role of the family*
- 2. To promote and celebrate the Catholic faith through prayer and the sacraments*
- 3. To promote living the gospel message of Jesus and witnessing our faith in our daily life through outreach to others*

Contact Information

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Bill Klein, Coordinator of Elementary & Junior High Faith Formation.....	351-3175
Jenny Isackson, Coordinator of Intergenerational Family Faith.....	351-3175
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St. Croix Valley Faith Formation Volunteers

Volunteering is a great way to see the tri-parish St. Croix Valley Faith Formation (SCVFF) Programs in action, to socialize with staff, students, and other parents, and to build a Catholic, Christian community. Any amount of volunteer time is appreciated whether it is given one time or on a regular basis. If you are available to assist us, please fill out and return the Volunteer Ministry Opportunities form enclosed in this booklet. This form can also be found on our website at www.scvff.net. Criminal background checks are required in some cases and the expense of these background checks will be paid for by St. Croix Valley Faith Formation.

After July 1, 2006, the Archdiocese requires that any adult who has contact with a child, attend a VIRTUS training session. If you have not had this training in the past, it will be offered at a variety of times throughout the tri-parishes. This useful training lasts for three hours and it can be applied towards future volunteer and employment opportunities. We will also be giving all volunteers a Code of Conduct to read and sign prior to beginning their volunteer work.

We welcome parents, grandparents and guardians as part of our volunteer team. Please come and join us, we look forward to meeting you and getting to know you.

001 Faith Formation Programs Fundraising Committee

- Purpose: To assist the Faith Formation department in raising money to support the Faith Formation program
- Responsibilities: Brainstorm fundraising ideas and help coordinate those activities/responsibilities
- Training: None needed
- Time Commitment: 1-2 meetings per year and volunteer time in helping plan and organize the fundraising events chosen

Elementary/ Jr. High Faith Formation

002 Special Education Aide

- Purpose: Assist special needs students in the classroom or at calendar events.
- Responsibilities: Be a team member with the special education coordinator and classroom teacher in helping the special needs students be included in classroom activities.
- Training: Resources and instructions regarding special needs children will be provided. Experience is most appreciated and helpful. Virtus Training and a Signed Volunteer Code of Conduct required
- Time Commitment: Class periods (Afternoon, Evening & Intergenerational programs). Refer to the calendar for class dates.

003 Wednesday Afternoon Catechist Grades K-8

- Purpose: To teach the students in grades K-8 their Catholic faith and guide them as they grow and develop their faith
- Responsibilities: Teach the students using the lesson plans provided as well as sharing your own faith stories. Be present and ready to teach 20 minutes prior to scheduled class time. Follow discipline policies as outlined by the program. A background check is required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer
- Training: Training workshop will be provided prior to class. Virtus training and a Volunteer Code of Conduct must be signed
- Time Commitment: Two hours per class, two Wednesdays per month (September through May)

004 Wednesday Evening Catechist Grades K-8

- Purpose: To teach the students in grades K-8 their Catholic faith and guide them as they grow and develop their faith
- Responsibilities: Teach the students using the lesson plans provided as well as sharing your own faith stories. Be present and ready to teach 20 minutes prior to scheduled class time. Follow discipline policies as outlined by the program. A background check is required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer
- Training: Training workshop will be provided prior to class. Virtus training and a Volunteer Code of Conduct must be signed
- Time Commitment: Two hours per class, two Wednesdays per month (September through May)

005 Wednesday Afternoon/Evening Office Assistant

- Purpose: To assist the Elementary/Jr. High Faith Formation Coordinator while children are in the faith formation building for class sessions
- Responsibilities: Lock the front door of the building after students arrive, pickup attendance sheets from classrooms, contact parents of absent students, make copies, do office tasks as needed, open doors for dismissal. A background check is required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer
- Training: Training will be provided by the Elementary Faith Formation Coordinator. Virtus Training and a Signed Volunteer Code of Conduct required
- Time Commitment: Two hours – 4:00 – 5:30 p.m. or 6:15 – 8:15 p.m. - six afternoons or evenings throughout the year (September – May) Schedule to be worked out between volunteers

006 Wednesday Afternoon/Evening Classroom Aide

- Purpose: To assist the classroom catechist during faith formation classes
- Responsibilities: To help with handouts, assist with taking class attendance, help monitor children in the room, provide catechist with help as needed. A background check is required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer
- Training: Will be provided as needed Virtus Training and a Signed Volunteer Code of Conduct required
- Time Commitment: 2 hours Wednesday Afternoons 3:45 - 5:45 p.m. or Wednesday Evenings 6:15 – 8:15 p.m. (September through May)

007 Reception Help

Purpose: To assist the Faith Formation department in providing receptions for the children throughout the year

Responsibilities: Assist the faith formation staff serve the reception and assist with clean-up.

Training: None needed

Time Commitment: 1 hour of service for each reception held

008 First Eucharist Banners:

Purpose: To make preliminary preparations for the children's First Communion banners.

Responsibilities: To cut material to proper size and sew hem for inserting dowels.

Training: None needed.

Equipment needed: Sewing scissors, pinking shears and sewing machine.

Time commitment: 3-4 hours. May be done in your home.

009 First Eucharist Retreat

Purpose: To help prepare children for their First Eucharist

Responsibilities: Assist the faith formation staff and teachers in various learning centers

Training: Virtus Training and a Signed Volunteer Code of Conduct required

Time Commitment: Four hours (8:00 am – 12:00 noon) on a Saturday morning in the month of April

010 Phone Callers

Purpose: To assist faith formation staff in contacting parents and/or students

Responsibilities: Occasionally call a pre-designated list of individuals with emergency messages or updates in a timely manner

Training: Faith Formation staff will provide volunteer with instructions and directions

Time Commitment: Periodically throughout the year

011 Transportation

Purpose: Help transport youth to events

Responsibilities: To assist the faith formation staff in getting students to and from events

Training: Faith Formation staff will provide directions and instructions. A license check and background check is required by the Diocese and

will be obtained by the Director of SCVFF at no expense to the volunteer. Virtus Training and a Signed Volunteer Code of Conduct required

Time Commitment: Dependent on the event volunteer is helping with

012 Junior High Retreat Volunteer

Purpose: To assist the faith formation staff with the junior high retreat

Responsibilities: Help with serving food and general supervision of the youth during the retreat

Training: None needed – staff will give directions as needed

Time Commitment: Approximately 4 hours during the retreat once a year

Intergenerational/Family Faith

013 Intergenerational Catechist

Purpose: To teach the students in grades K-8 their Catholic faith and guide them as they grow and develop their faith

Responsibilities: Teach the students using the lesson plans provided as well as sharing your own faith stories. Be present and ready to teach 20 minutes prior to scheduled class time. A background check is required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer

Training: Training will be provided during a two hour orientation prior to classes starting. Also, any individual assistance will be provided by the Intergenerational Coordinator as requested by teachers. Virtus training and a Volunteer Code of Conduct must be signed

Time Commitment: Two hours (6:15pm-8:15pm) the 1st Wednesday evening of the month (October through May)

014 Intergenerational Wednesday Evening Classroom Aide

Purpose: To assist the classroom catechist during faith formation classes

Responsibilities: To help with handouts, assist with taking class attendance, help monitor children in the room, provide catechist with help as needed. A background check is required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer.

Training: Will be provided as needed. Virtus Training and a Signed Volunteer Code of Conduct required

Time Commitment: Two hours (6:15pm – 8:15pm) the 1st Wednesday evening of the month (October through May)

015 Intergenerational Program Hall Monitors

Purpose: To assist coordinator with monitoring halls, checking homework, and occasionally assisting classroom teachers

Responsibilities: Monitor students in the hallways prior to and after classes

Training: Direction/training will be provided by faith formation Staff. A background check is required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer. Virtus Training and a Signed Volunteer Code of Conduct required

Time Commitment: Two hours (6:15pm – 8:15pm) the 1st Wednesday evening of the month (October through May)

016 Intergenerational Program Child Care Provider

Purpose: To provide childcare for infants through preschool on the first Wednesday of the month during the Intergenerational presentations

Responsibilities: To attend to the children's needs

Training: None needed. A background check is required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer. Virtus Training and a Signed Volunteer Code of Conduct required

Time Commitment: Two hours (6:15pm – 8:15pm) the 1st Wednesday evening of the month (October through May)

Confirmation

017 Confirmation Catechist

Purpose: To assist parents in helping their youth build a solid foundation in the Catholic Faith, and prepare youth for the reception of the Sacrament of Confirmation

Responsibilities: Lead or co-lead small group sessions; be in attendance at large group presentations, retreats and other class gatherings; share your faith with the candidates using lesson plans that will be provided and your own witness and faith stories; participate in scheduled leader meetings, arrange and work with the small group on one service project, monitor and record completion of required forms from

candidates, and follow discipline policies as outlined by the coordinator

Training: Training will be provided during the orientation session (one two-hour session at beginning of year), catechist meetings (one per month) individual assistance from coordinator as needed, and opportunities provided for sharing with other catechists. A background check is required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer. Virtus Training and a Signed Volunteer Code of Conduct required

Time Commitment: 2 hours Wednesday evenings (September through April) and Confirmation retreats – usually in the months of September & April, 1 large group service project

018 Confirmation Retreat Volunteer

Purpose: To help the faith formation staff with the preparation and serving of snack, break food and a meal

Responsibilities: To help prepare food for the Confirmation retreat as well as serve it throughout the day. To help with the supervision of the youth during the meals

Training: None needed – staff will give directions as needed

Time Commitment: Approximately 3-4 hours on day of Confirmation retreat – usually in the month of April

All Programs

019 Hall Monitors

Purpose: To assist the catechists and Faith Formation staff in maintaining a positive and organized atmosphere in the halls and classrooms

Responsibilities: Be present 20 minutes prior to the start of class times, help students find classrooms in a timely manner and remain in the halls for assistance to students or teachers during the class period, assist parents in finding and picking up children, assist parents with other questions and needs or seeking the help of the coordinator. A background check is required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer.

Training: Instruction from the coordinator as needed. Virtus Training and a Signed Volunteer Code of Conduct required

Time Commitment: Dependent on program

Youth Ministry/LIFE TEEN

020 LIFE TEEN CORE Member

Purpose: To assist the coordinator of youth ministry with LIFE TEEN events
Responsibilities: Meet on Sunday evenings with the senior high youth who are participating in LIFE TEEN and help the coordinator of youth ministry as needed. A background check is required by the Diocese and this will be obtained by the Director of SCVFF at no expense to the volunteer
Training: Will be provided by the coordinator of youth ministry prior to the beginning of LIFE TEEN – approximately 2-3 one hour meetings. Virtus Training and a Signed Volunteer Code of Conduct required
Time Commitment: Approximately 2 hours each Sunday (October through May)

021 Snacks for LIFE TEEN

Purpose: To help provide our senior high youth with food at LIFE TEEN weekly youth gatherings.
Responsibilities: A rotating schedule will be created at the beginning of the academic year
Training: None required
Time Commitment: Varies

022 Mission Trip Adult Leader

Purpose: To assist faith formation staff leader in supervising students on the mission trip
Responsibilities: Monitor behavior, take attendance, general chaperoning responsibilities, may include transporting students. A background and driver's license check are required by the Diocese and will be obtained by the Director of SCVFF at no expense to the volunteer. Cost of the airfare will be paid for by the adult leader
Training: 2-3 preparation meetings are held prior to the trip. Virtus Training and a Signed Volunteer Code of Conduct required
Time Commitment: Dependent on the length of the trip

023 Junior High Activities

Purpose: To assist the coordinator of youth ministry with the general supervision of students at various activities throughout the year
Responsibilities: General supervision of the youth, helping the coordinator of youth ministry as needed, it is possible that transporting of students will be needed from time to time. A driver's license and background

check are required by the Diocese and will be obtained by the Director of SCVFF at no charge to the volunteer

Training: Directions will be provided prior to each event. Virtus Training and a Signed Volunteer Code of Conduct required

Time Commitment: Time commitment varies from event to event. Usual time commitment is approximately 3-4 hours per event

024 Senior High Graduation Recognition Banquet

Purpose: To assist the faith formation staff in preparing and serving a meal for the graduating seniors

Responsibilities: To help cook and serve the meal and to assist in the clean-up after

Training: Training/directions will be provided by staff the Day of the banquet

Time Commitment: Help day of the banquet, approximately 4 hours

025 Office Assistant

Purpose: To help the junior/senior high staff and the coordinator of youth ministry with office projects throughout the year

Responsibilities: Help stuff envelopes, collate classroom materials and/or newsletters, send out mailings, and other general office duties

Training: Training will be provided by the staff as needed

Time Commitment: Approximately 1-2 hours per project

RCIA

026 RCIA Sponsor

Purpose: To assist the RCIA Director and parish priest in the RCIA program.

Responsibilities: To attend as many RCIA sessions as possible throughout the year. To attend a number of Rites throughout the year which are held on Sundays at regularly scheduled masses.

Training: There is no specific training required. An individual needs to be committed to their Catholic faith and willing to share their faith with another individual.

Time Commitment: 7:00-9:00 p.m. Tuesdays beginning September 16 and ending May 5th.

027 RCIA Refreshments Helper

Purpose: To help provide refreshments for RCIA gatherings.
Responsibilities: To assist the RCIA Director in providing bars, cookies, or refreshments for the weekly sessions and/or special event.
Training: None is needed.
Time Commitment: Once a month for RCIA sessions.

Training: Will be provided by the faith formation staff
Time Commitment: Shift 1: 5:30 – 7:00 pm --- Shift 2: 7:00 – 8:30 pm

SCVFF Fundraising

CARNIVAL

028 Carnival Bakers

Purpose: To assist the faith formation staff in providing baked items for the Carnival.
Responsibilities: To bring baked or purchased items for the Carnival cake/bake walk
Training: None needed
Time Commitment: One time only – day of the Carnival. Check SCVFF calendar for event date.

032 Carnival Volunteer – CLEAN-UP

Purpose: To assist the Faith Formation department in raising money to support the Faith Formation program
Responsibilities: Vacuuming, trash removal, putting table and chairs away after the Carnival
Training: Will be provided by the faith formation staff
Time Commitment: 8:30 – 9:30 pm

033 Carnival Volunteer – SILENT AUCTION DONATION

Purpose: To assist the Faith Formation department in raising money to support the Faith Formation program
Responsibilities: Purchase or donate item/items for the silent auction
Time Commitment: Silent Auction items need to be brought to the elementary faith formation office 1 week prior to the Carnival

029 Carnival Volunteer - GAMES

Purpose: To assist the Faith Formation department in raising money to support the Faith Formation program
Responsibilities: Taking tickets, maintaining an orderly line, judging the prize award per chart provided, awarding tickets
Training: Will be provided by the faith formation staff
Time Commitment: Shift 1: 5:30 – 7:00 pm --- Shift 2: 7:00 – 8:30 pm

034 Carnival Volunteer – CANDY DONATION

Purpose: To assist the Faith Formation department in raising money to support the Faith Formation program
Responsibilities: Donate candy for prizes
Time Commitment: Candy needs to be brought to the elementary faith formation office 1 week prior to the Carnival

030 Carnival Volunteer – KITCHEN HELP

Purpose: To assist the Faith Formation department in raising money to support the Faith Formation program
Responsibilities: Help serve items at various food stations
Training: Will be provided by the faith formation staff
Time Commitment: Shift 1: 6:00 – 7:15 pm --- Shift 2: 7:15 – 8:00 pm

035 Carnival Volunteer – FACE PAINTING

Purpose: To assist the Faith Formation department in raising money to support the Faith Formation program
Responsibilities: Help paint faces of children during the carnival
Training: Faith Formation staff will assist in training volunteers
Time Commitment: Shift 1: 6:00 – 7:15 pm --- Shift 2: 7:15 – 8:00 pm

031 Carnival Volunteer – PRIZE ROOM

Purpose: To assist the Faith Formation department in raising money to support the Faith Formation program
Responsibilities: Direct participants which game table they have tickets for, take tickets, help direct participants to areas after they make their selection

036 Carnival Volunteer – DONATE PRIZES

Purpose: To assist the Faith Formation department in raising money to support the Faith Formation program
Responsibilities: Provide prizes for the Carnival.
Training: None needed

037 Carnival Volunteer – PRE-SORT PRIZES

Purpose: To assist the Faith Formation department in raising money to support the Faith Formation program
Responsibilities: Help sort the prizes for the Carnival
Training: None needed
Time Commitment: 2 hours on the Wednesday evening prior to the Carnival date

041 Provide Snacks/Baked Goods

Purpose: Provide food for various events throughout the year
Responsibilities: Bake/purchase cookies, bars, or chips or beverages when called upon for large group gatherings, retreats, recognition banquets, and/or special events
Training: None needed
Time Commitment: Dependent on number of items and number of events you volunteer to donate baked items

DONATIONS

038 Retail Gift Cards; Cub Foods, Walmart, Target, etc.

Purpose: To assist the faith formation staff in providing funds to purchase necessary materials throughout the year.
Responsibilities: Donated gift cards
Training: None needed
Time Commitment: Transportation to Faith Formation Offices

039 Office supplies; markers, glue, paper, poster board, pens, pencils, etc.

Purpose: To assist the faith formation staff in providing necessary office materials throughout the year.
Responsibilities: Donating items
Training: None needed
Time Commitment: Transportation to Faith Formation Offices

040 Paper Products; cups, plates, napkins, kitchen linens, etc.

Purpose: To assist the faith formation staff in providing paper products throughout the year.
Responsibilities: Donating items
Training: None needed
Time Commitment: Transportation to Faith Formation Offices