

**ST THERESA CHILDREN'S MASS
RESPONSIBILITIES OF
PROGRAM ADMINISTRATOR AND
VOLUNTEER COORDINATORS**

WHAT THE ADULTS DO:

Program Administrator:

Visit CCD classes and get email addresses for willing participants (Rel. Ed will assist)

Create one group email list for Readers and another one for Greeters

Create schedules for Readers/Greeters (doodle.com) and keep tabs on them - making sure upcoming masses are covered. If not send out appeal email. In order to get the doodle.com schedules linked to the website, you need to work with Bob Altomare. Send him an email with the link and he will do the rest.

Request the secretary in the Rectory to prepare the Children's Liturgy Prayer of the Faithful and place them in the two black binders in the rectory along with 26 copies of the Intro to Mass Sheet form (blank). Check the book to make sure they are there in advance of the first mass and mark your calendar if/when it needs to be replenished.

Email Kevin and confirm he ordered Explaining God's Word handouts and see that they are folded and placed in the drawer in the altar server changing room marked "Children's Mass". Follow up every six weeks on the status for new batches (ordered, folded and in the draw).

Put notice in bulletin when Children's Mass is suspended and submit any other notices that are necessary -- 2 weeks advance notice to the pastor.

Instruct the readers where to find their reading. (it It's on the directions on the doodle.com schedule.)

As necessary, update greeter/reader responsibilities and post to website. Website changes are posted by Bob Altomare. Notify Brendan Ryan of any suspensions of the Children's Liturgy so he can secure adult lectors.

At the beginning of each year request the pastor consider adding the Children's Mass to the second collection schedule by emailing him. Copy the bookkeeper. Track expenses against the budget and notify mass coordinators of balances available.

Recruit experienced Sunday mass coordinators to train new recruits in the church as to their duties.

Sunday Mass Coordinators:

A total of 8 to 10 adults create several teams of two that rotate through the school year taking turns as the Sunday morning volunteers to help the children with their duties. Each team of two has one person designated as the Liturgy of the Word Coordinator and a second as Hospitality Coordinator. Details are as follows;

Sunday Mass - Liturgy of the Word Coordinator - Advance Duties:

Purchase gifts -- you have about \$225 per month to spend. You will be reimbursed if you submit an expense report to Father John and a copy to Manish Joseph. We do not reimburse for shipping costs as free shipping is usually possible when ordered in advance.

Mark your calendar with your scheduled assignments.

Purchase Gifts: Purchase at least 65 gifts. (More if the younger grades have blessing scheduled that day - consult related calendar). We spent about \$200 per month. You will be reimbursed if you submit an expense report to the pastor and cc the Program coordinator (Manish). Consult the usccb website. On that home page there is a calendar. Click the date and the assigned readings for that Sunday will appear. Try to find a giveaway that ties into that Gospel reading (or the First or Second reading). You can also focus on the liturgical significance of the day or season (Halloween/St. Patrick's Day/ Christ the King/etc) if the readings aren't generating ideas. Inexpensive giveaways can be found at Oriental Trading or other sources (religious candy is cheap and cross necklaces). Stay away from crafts. Stickers and pencils/pens work. Gifts should be unisex and safe for young children. The more you save one week, the more we have to spend the next. Once you have your month's worth of giveaways identified, gain approval from Kevin Richards and order the gifts in advance so you don't get stuck paying for shipping -- we can't afford that. Send an email to Kevin and copy the rectory (stchurch@optonline.net) at least one week prior and he will forward to the celebrants. It is important they know what you are giving out so they can work it into their homily.

Prepare the Intro to Mass sheet in advance of mass: Go to our website sainttheresa.org and look for the "parish ministries" tab. The Children's Liturgy page will have this form there as well as a link to both the readers schedule and the greeters schedule. Get the names of this Sunday's greeters and readers and fill in on the Intro to Mass sheet. Then go to the Altar Server page (also under Parish Ministries) and click on the schedule for the month you are working on. It will list the name of any altar servers that might be serving the 9:00 mass. Enter their names on the Intro to Mass sheet. When you arrive at church, check the schedule on the sacristy bulletin board for the name of the Eucharistic Minister and fill that in too. You might be able to do all this before mass in the sacristy but I never had time.

Consult the Check List: (see attached) prior to mass and make sure you have everything that you need to bring with you for Sunday mass.

Sunday Mass - Liturgy of the Word Coordinator - Sunday Morning Duties:

Wear a watch. Arrive at church on Sunday around 8:35. Check the Lectionary that it's turned to the correct page for the day's readings. Fill out remaining blanks on the Intro to Mass Sheet (from info in the sacristy). Replace the red binders with the black binders for the Prayer of the Faithful and pencil in the names of the sick and deceased (copying what's in the red binder to the black binder that will be read by the child Lector -- the priest doesn't need the names added.) Place the Presider black binder of the Prayer of the Faithful on the Presider table and the Lector's on the lectern. When the Intro to Mass sheet is completed, get it to the song leader (have a child run it up to the choir if necessary). If there are giveaways, leave them in the sacristy in a basket. The priest will decide if he wants to bring them out before mass begins. Ask the altar servers to help the priest distribute the giveaways when it is time to do so. If there are no altar servers, appoint someone -- older greeters or adults can help out.

Meet the readers at 8:40 and rehearse them. You are not going to make a struggling reader great in 5 minutes so just try to coach a few things - pronunciation of unfamiliar words, pace and voice projection. Give them a lot of reassurance and pump them up. Have each reader read their reading twice (a third time if they wish). Make sure you don't let them start rehearsing until you are seated near the rear of the church so you can follow along in the missalette as they read. If they haven't read before, go over how to approach the altar, bowing at the crucifix before and after reading. Remind the second reader to wait until the organist is done with the Psalms before approaching the ambo (this is often forgotten). Have them sit down and then have the first reader practice the Prayer of the Faithful from the Lectern. Follow along in the presider binder - making sure you filled in the names of the deceased and sick (copying it from the Red binder) . When mass is about to begin, sit behind the readers who are seated in the first or second row and queue them when to approach the sanctuary (when everyone is seated for the first time). When the second reader is done, both readers process down together, turn, bow and are seated. When the Creed is almost finished but still being recited, the first reader should approach the lectern and prepare to read the Prayer of the Faithful. You may have to tap them when it's time. He/She should bow to the crucifix on the approach and descent. See Reader Responsibilities for more details.

After mass, congratulate your readers and help your partner pick up. See if Father has any suggestions or comments. Make sure you return the red prayer of the faithful binders to their original location and store the 2 black binders on the counter above the safe. In doing so, make sure the Prayer of the Faithful is in the black binder for the next week. If it is not, please take a moment to email the rectory and Kevin and tell them they need to replenish. They should do several months at a time.

You may be asked to approve confirmation hours for greeters or readers. Please do so. They should track their own hours. You should only have to approve. I give them 2 hours credit because they practice at home and have to arrive early.

Sunday Mass - Children's Liturgy Hospitality Coordinator - Advance Duties:

Decide in advance what refreshments you wish to bring. Munchkins work as do theme cookies (i.e. shamrocks for St. Patrick's Day) and candy. Your call. We usually go through about 80 pieces. Cookies are nice because you can purchase ahead and not have to make an extra stop in the a.m. I usually platter them in advance (basket for munchkins) but it's up to you. Bring napkins from home to line the baskets.

Children's Liturgy Hospitality Coordinator Sunday Morning Duties:

Arrive at church at 8:35 a.m. with refreshments of your choosing -- drinks are not worth the hassle. Take out the greeter tags and the Explaining God's Word handout from the altar server changing room (bottom drawer marked "Children's Mass") and place them near the doors. Ideally we have 4 greeters -- 2 at the back door and 1 at each side door. If you don't, feel free to pull from the congregation that day. You should look for the greeters to arrive as they are sometimes unsure of who to approach and go over with them what they need to do. See "Greeter Responsibilities" below. Greeters are typically young and require a lot of direction. Help them put on their name tags and give them their handouts. See below for more info on Greeter's responsibilities. Try to encourage the parents to learn the duties so they can direct their children in the future.

If there are refreshments (we don't usually offer them during Lent - except for St. Patrick's Day), they need to be shown exactly where they are and when to go and get them after mass (beginning of recessional hymn). I usually put the snacks in the confessional and the second basket of snacks in the altar server changing room for the side door exit. Bring the greeters to the treats and show them where they are. Tell the greeter's parents to queue the children to get them and stand at the door when the recessional hymn starts. When they are done handing out snacks and most of the parishioners have left, the greeters are supposed to straighten the pews after mass. It only takes a few minutes if all 4 greeters are doing it. Straighten books and pick up miscellaneous papers and return unused bulletins to holders (their parents can help them with this). Collect greeter badges and return to drawer. Leave extra Explaining God's word for the 10:45 mass. If Explaining God's work are around from last week, discard them.

Any left over snacks should be offered to the priests or given to the money counters in the rectory (you can leave them in the rectory vestibule on the shelf). If you chose to pay for them personally, of course, take them home if you wish. Help your partner collect anything out of place and put away baskets, extra gifts, etc.

WHAT THE CHILDREN DO:

Greeter Responsibilities:

Greeters are our youngest ministers - second grade is fine. They establish the pathway to other youth ministry (greeter, choir, altar server, lector). Greeters should arrive no later than 15 minutes before the start of the liturgy. Greeters should take off their coats and put on their greeter tags (stored in the altar server changing area in bottom drawer marked "Children's Mass"). They should warmly welcome the adults and children to the church upon arrival and hand out materials to the children. Tell them exactly what to say such as "Good morning. Welcome to the Children's Mass". They should remain at the door until the start of the processional hymn. At this point they can leave the paper handouts by the door and return to their seats with their family. After the concluding rite, at the start of the recessional hymn, children should report back to their assigned door and hand out any treats that may be offered at the end of mass or distribute the bulletin to adults. Greeters should then return their name tags and each greeter should straighten the pews, collecting miscellaneous papers and bulletins left behind. Hymnals and missalettes should be replaced neatly in the holders and bulletins that can be re-used should be placed back in the holders at the doors of the church.

Reader Responsibilities:

Readers are usually in grades 5 through 8. Readers should arrive 15 minutes before the start of the liturgy. Readers should dress appropriately for mass. Jeans, sneakers and athletic uniforms are discouraged. Readers should take off their jackets and follow instructions for rehearsing the readings. Readers should print their reading ahead of time and should have practiced at home. Readings for the day can be found on the daily readings calendar on the USCCB website: usccb.org They should read slowly with a loud clear voice -- targeting a parishioner seated in the last pew. Microphones are usually operational but readers should be prepared in the event they are not. The first reading begins when the entire congregation is seated for the first time. This is their queue. Both readers should process up to the altar together and bow together. The first reader proceeds to the ambo and the second reader sits (or stands) by the altar server bench. When the first reader is done, that reader joins the second reader at the bench. When the choir and congregation completes the final responsorial psalm, the second reader approaches the ambo to read. When the second reading is completed the first reader walks forward and joins the second reader to descend the sanctuary. The two turn to face the altar, bow and return to their seats. Approx. 2/3 through the Creed, one reader proceeds to the lectern to read the Prayer of the Faithful. Upon returning to the seat, reader should turn and bow again before being seated.

WHAT THE CLERGY DO:

The Celebrant is responsible for presiding at mass and preparing a Children's homily. They rely on us to book the lectors and greeters and make sure their copy of the Prayer of the Faithful is in the appropriate place. They need us to communicate to them what the giveaways are so they can incorporate it into the homily. They are always helpful if you have any questions before mass or need help with anything -- especially how to work the microphones.

CHECK LIST FOR SUNDAY MASS:

LITURGY OF THE WORD COORDINATOR:

1. WEAR A WATCH IN CASE THE CLOCK IS NOT WORKING
2. BRING THE "INTRO TO MASS" SHEET
3. BRING PEN/PENCIL
4. BRING ANY GIFTS

HOSPITALITY COORDINATOR CHECK LIST:

1. WEAR A WATCH IN CASE THE CLOCK IS NOT WORKING
2. BRING OR PICK UP REFRESHMENTS (NO BEVERAGES)
3. BRING NECESSARY PLATTER/BASKET
4. (UPON ARRIVAL: GET GREETER NAME TAGS AND CHILDREN'S HANDOUT FROM BOTTOM DRAW IN SERVER CHANGING AREA)