

**St. Patrick's Religious Formation Program Registration and Volunteer Sign-up  
September 5, 2018 through May 1, 2019**

Registration Date \_\_\_\_\_ Date RF Office Received \_\_\_\_\_ Family Last Name \_\_\_\_\_  
 Father's Full Name \_\_\_\_\_ Religion \_\_\_\_\_  
 Mother's Full Name \_\_\_\_\_ Maiden Name \_\_\_\_\_ Religion \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone # \_\_\_\_\_ Mother's Work # \_\_\_\_\_ Mother's Cell # \_\_\_\_\_  
 Father's Work # \_\_\_\_\_ Father's Cell # \_\_\_\_\_  
 Family email address or email address you would like RF Family Bulletin and emails sent to: \_\_\_\_\_  
 If parents are separated, household child (ren) reside(s) in. Mother's home \_\_\_\_\_ Father's home \_\_\_\_\_  
 Emergency Contact Name: \_\_\_\_\_ Emergency Contact Phone Number: \_\_\_\_\_  
 Relationship to Child (ren) \_\_\_\_\_ Elementary and /or Middle School Children in Family Attend \_\_\_\_\_

**Permission to Share Family Information:** Please indicate yes, or no, allowing us permission to share your families name and address with the Vocations Office and Catholic High Schools in the area **Yes** \_\_\_ **No** \_\_\_ Please indicate yes or no as to whether or not we can publish your child(ren's) names and photos in the Douglas County Post Gazette, or Catholic Voice. **Yes** \_\_\_ **No** \_\_\_ May we publish your child(ren's) picture (no names) on the parish website? **Yes** \_\_\_ **No** \_\_\_

**Please provide us with the names of your children in K- 5th grade. Please specify the session time you would like for your child to attend RF classes. (4:00 to 5:15 p.m. or 5:45 to 7:00 p.m.)**

Child's Full Name	Gender M or F M or F	Session Time	<u>Children to be enrolled in Grades K-5</u>				
			Grade in Sept 2018	Date of Birth	Place of Baptism	Place of 1st Reconciliation	Place of 1st Eucharist
_____	_____	_____	_____	_____	_____	_____	_____
_____	M or F	_____	_____	_____	_____	_____	_____
_____	M or F	_____	_____	_____	_____	_____	_____
_____	M or F	_____	_____	_____	_____	_____	_____

**Please provide us with the names of your children in 6th through Confirmation. RF Classes for 6th through Confirmation are offered on Wednesday evenings from 7:30 to 8:45 p.m.**

Child's Full Name	Gender M or F M or F	Session Time	<u>Children to be enrolled in 6th through Confirmation</u>				
			Grade in Sept 2018	Date of Birth	Place of Baptism	Place of 1st Reconciliation	Place of 1st Eucharist
_____	_____	_____	_____	_____	_____	_____	_____
_____	M or F	_____	_____	_____	_____	_____	_____
_____	M or F	_____	_____	_____	_____	_____	_____

**Health Concerns:** So that we can better assist your child and all of the children in the Religious Formation Program, please list any health concerns or special needs, including ADD and ADHD your child (ren) has. Please include any accommodations that may need to be made while attending classes, as well as any medications to be distributed during the Religious Formation Program.

Child's Name	Health Concerns/Special Needs/Accommodations
_____	_____
_____	_____

**Each family is asked to volunteer in at least one area of the program, please indicate the area(s) where you plan to assist our Religious Formation Program on page two. Volunteer job descriptions are included in registration packet. Information regarding registration fees and material fees for Sacrament prep is included at the bottom of page two.**

MARK ONE OR MORE AREAS WHERE YOU ARE PLANING TO SHARE YOUR GIFTS AND TALENTS WITH OUR PARISH FAITH FORMATION PROGRAMS.

(A brief description of the responsibilities associated with each volunteer opportunity is listed on pages three and four of this registration packet.)

**Religious Formation Catechist** (Indicate grade level preference with an alternate choice.)

Session Time \_\_\_\_\_ Grade Level \_\_\_\_\_ Alternate choice \_\_\_\_\_

**Religious Formation Assistant Catechist** (Indicate grade level preference with an alternate choice.)

Session Time \_\_\_\_\_ Grade Level \_\_\_\_\_ Alternate choice \_\_\_\_\_

**Substitute Catechist**-Session(s) available: Wednesday 4:00 p.m. \_\_\_\_\_ 5:45 p.m. \_\_\_\_\_ 7:30 p.m. \_\_\_\_\_

**Parking Lot Coordinator** \_\_\_\_\_ **Parking Lot Assistant** 4:00 pm \_\_\_\_\_ 5:45 pm \_\_\_\_\_ 7:30 pm \_\_\_\_\_ **Summer Faith** \_\_\_\_\_

**Daycare Volunteer (Include Session Time)** \_\_\_\_\_ **Office Volunteer (Include Session Time)** \_\_\_\_\_

**Discipleship Mentor** \_\_\_\_\_ **Confirmation Paper Work** \_\_\_\_\_

**Liturgy of the Word for Children** **Word Leader** \_\_\_\_\_ **Music Leader** \_\_\_\_\_ **Shepherd** \_\_\_\_\_ **No Preference** \_\_\_\_\_

I am available for the **5:00 p.m. Saturday Liturgy** \_\_\_\_\_ **9:30 a.m. Liturgy** \_\_\_\_\_ **11:00 a.m. Liturgy** \_\_\_\_\_

**Quilt Volunteer** Cut Fabric with Rotary Cutter (Experienced Rotary Cutters Only!) \_\_\_\_\_ Bag & Label Squares \_\_\_\_\_

Sew Quilts \_\_\_\_\_ Write on Squares \_\_\_\_\_ Assist children and parents with painting symbols onto quilt squares \_\_\_\_\_

**Assist at 1st Reconciliation and 1st Eucharist Parent/Child Retreats** \_\_\_\_\_ **Assist at 1st Eucharist Liturgy/ Practice** \_\_\_\_\_

**Assist at Confirmation Retreats** \_\_\_\_\_ **Assist at Confirmation Liturgies and Practices** \_\_\_\_\_

**Assist with Vacation Bible School:** **Bible Story Teller** \_\_\_\_\_ **Crafts** \_\_\_\_\_ **Games** \_\_\_\_\_ **Snacks** \_\_\_\_\_ **Skits** \_\_\_\_\_ **Daycare** \_\_\_\_\_

**Refreshment Volunteer** \_\_\_\_\_ **Serve at Receptions** \_\_\_\_\_ **Assist with Religious Formation Special Projects** \_\_\_\_\_

**Assist with parish events, such as the dinner/auction, carnival, etc.** \_\_\_\_\_

### RELIGIOUS FORMATION PROGRAM FEES

**Fees:** Registration fees for children enrolled in the Religious Formation Program are **\$115.00** per child, with a family maximum of \$300.00. **Parishioners currently registered in the parish and/or have children currently enrolled in the Religious Formation Program will be assessed a late fee of \$50.00 per family for registrations received after May 24, 2018.** All children preparing to celebrate 1st Reconciliation and 1st Eucharist will be charged a materials fee of \$40.00. Students in the 8th grade and above preparing to celebrate the sacrament of Confirmation in the spring of 2019 will be charged a \$45.00 material fees. Students who are entering the 7th formation grade level in the fall of 2018 will be charged a \$20.00 retreat fee. Material fees for sacrament prep and retreat fees apply to all children in the parish. **Religious Formation Program registration fees are non-refundable after October 1, 2018.**

#### RF OFFICE USE ONLY

Family Registered in Parish? Yes \_\_\_\_\_ No \_\_\_\_\_ Registration Fee \_\_\_\_\_ Volunteer Credit Amount \_\_\_\_\_

Retreat Materials Fee (1st Reconciliation/1st Eucharist) \_\_\_\_\_ Retreat Materials Fee (Confirmation 8th and above) \_\_\_\_\_

7th Grade Retreat Fee \_\_\_\_\_ Late Fee \_\_\_\_\_ Total Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_

Date Payment Recd \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Balance Due \_\_\_\_\_ Balance Paid/Date \_\_\_\_\_

Date Payment Recd \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Balance Due \_\_\_\_\_ Balance Paid/Date \_\_\_\_\_

Comments \_\_\_\_\_

# 2018-2019 VOLUNTEER OPPORTUNITIES

**Religious Formation Program Catechist (Wednesday)** Prepare lesson plans according to grade level curriculum, incorporating prayer, worship, service and community into lessons plans. Foster students to grow in their faith, recognizing faith is a gift. Attend scheduled in-services. Comply with the Archdiocesan Safe Environment Policy. Catechists with children enrolled in the Religious Formation Program are eligible to receive a volunteer credit of 100% of the registration fees. Material fees for sacrament prep and retreat fees apply to all children in the parish.

**Religious Formation Program Assistant Catechist (Wednesday)** Assist classroom catechist and students with activities and discipline during class. The assistant catechist may choose to plan and develop a portion of the weekly lesson. In the event of the absence of the catechist, the assistant may take over the class. (Unless previously agreed upon, the catechist should prepare lesson plans for the assistant catechist.) Attend in-services. Comply with the Archdiocesan Safe Environment Policy. Assistant catechists with children enrolled in the Religious Formation Program are eligible to receive a credit of 50% of the registration fees. Material fees for sacrament prep and retreat fees apply to all children in the parish.

**Substitute Catechist (Wednesday)** In the event of absence due to illness or travel, will fill in for the regular Religious Formation Program catechist. It is anticipated that the classroom catechist will have lesson plans available for the class session. Substitute catechists must comply with Archdiocesan Safe Environment Policy.

**Parking Lot Coordinator (Wednesday or Summer Program Days)** The parking lot coordinator will work with Religious Formation Program office volunteers and Religious Formation Program parents to coordinate a safe drop-off and pick-up zone before and after classes. The coordinator will schedule volunteers on a rotational basis, making sure there are a sufficient number of volunteers to provide a smooth flow of traffic at all three Religious Formation Program sessions. Coordinator will report any unsafe conditions to the Director of Religious Formation and attendance at two to three Safety Committee meetings per year by the Parking Lot Coordinator is a plus. The coordinator must comply with the Archdiocesan Safe Environment Policy.

**Parking Lot Assistant (Wednesday or Summer Program Days)** Adult volunteers will assist on a rotational basis to maintain a smooth flow of traffic in the parking lot before and after either Religious Formation Program or Summer Faith Formation Program classes. Parking lot assistants must comply with the Archdiocesan Safe Environment Policy.

**Daycare (Wednesday)** Provide daycare for children of catechists and assistant catechists volunteering in the Wednesday Religious Formation Program. Daycare volunteers must comply with the Archdiocesan Safe Environment Policy. Daycare volunteers with children enrolled in the Religious Formation Program are eligible to receive a volunteer credit of 50% of the registration fees. Volunteers must agree to be with in the parish.

**Office Help/Hall Monitors (Wednesday or Summer Program):** Provide general office help and monitor foot traffic in hallways and restrooms before and during classes. Assist with monitoring the flow of traffic in the parking lot after classes. Office volunteers must comply with the Archdiocesan Safe Environment Policy. Office volunteers with children enrolled in the **Religious Formation Program** are eligible to receive a credit of 50% of the registration fee for their children if they agree to assist with monitoring the parking lot and be present each week to assist with the program needs. Material fees for sacrament prep and retreat fees apply to all children in the parish.

**Discipleship Mentor** The Discipleship Mentor will team up with another mentor to coordinate a total of three service projects for a group of approximately eight Confirmation candidates. Mentors will coordinate all aspects of the projects, including Field Trip Permission Forms, contacts with service site and parents. Mentors will provide direction and support to the candidates during the service experience and the journaling that follows. Discipleship Mentors need to attend a training session and a mentor/candidate discipleship reflection, both of which will be scheduled in the fall. All Discipleship Mentors must comply with the Archdiocesan Safe Environment Policy. Discipleship Mentors with children enrolled in the Religious Formation Program are eligible to receive a credit of 50% of the registration fees. Material fees for sacrament prep and retreat fees apply to all children in the parish.

**Confirmation Paper Work** This person will be responsible for checking paperwork submitted by our candidates. They will also be responsible for contacting candidates and in some instances the parents of candidates who have fallen behind in submitting the necessary papers. Paperwork includes; Baptismal Certificates, Sponsor Reflection Sheet, Saint Reflection Report, letter to the Archbishop and reflections and journaling from service experiences. Confirmation volunteers must comply with Archdiocesan Safe Environment Policy. **(One volunteer needed during fall, winter and spring months.)**

**Liturgy of the Word for Children Leader** Adult volunteers lead the celebration of the word by proclaiming the readings and leading the discussion that follows the Gospel. One adult volunteer will lead the music. (CD available.) In addition, we have two shepherds who are responsible for dealing with any discipline issues and are responsible for identifying the gift bearers. All Liturgy of the Word for Children ministers must comply with the Archdiocesan Safe Environment Policy. Being a leader for Liturgy of the Word for Children becomes part of an adults' Sunday Mass obligation. LWC is offered at the 5:00 p.m. Saturday Liturgy and at both the 9:30 a.m. and 11:00 a.m. Sunday Liturgies.

**Quilt Volunteer** Assist the quilt committee with the quilt project by using a rotary cutter to cut squares or fabric strips, writing on quilts, sewing quilts, or assisting children with painting squares.

**Retreat Volunteer** Assist at retreats for 1st Eucharist, 1st Reconciliation and Confirmation with set-up, tear-down, greeting families and serving refreshments. So that parents are able to spend time sharing faith one-on-one with their child, NO 2nd grade parents please.

**1st Eucharist Volunteer** Assist with lining children up prior to Mass, leading them in prayer, placing 1st Eucharist quilts on pews and greeting families as they enter Church. So that parents are able to spend time sharing faith one-on-one with their child, NO 2nd grade parents please.

**Confirmation Volunteer** Assist with lining candidates and their sponsors up prior to Mass, as well as ushering during the Liturgy.

**Vacation Bible School Volunteer** Volunteers will assist the Director of Religious Formation with the planning and implementation of the Vacation Bible School Program. Duties may include; Bible Story Teller, craft/game/skit or snack coordinator, daycare volunteer, or office volunteer during VBS. Vacation Bible School Program volunteers must comply with the Archdiocesan Safe Environment Policy.

**Refreshments** Provide cookies or snacks for catechist in-services, retreats, parent/child meetings and special events four to six times per year.

**Server** Serve at luncheons and dinners such as Confirmation, catechist luncheons, volunteer appreciation dinner, St. Patrick's Celebrations, Poverty Meal, Ice Cream Social and other events hosted by the Office of Religious Formation.

**Religious Formation Program Special Project Volunteer** Assist the Religious Formation Program on an as needed basis with special projects as they come up. These special projects may include assisting with behind the scene preparations for retreats and sacrament celebrations, as well as preparing other program materials.

**Parish Event Volunteer** Volunteer to assist with special events in the parish, including SPIRIT, parish carnival, St. Pat's Celebration, golf-outing or work at fish fry's to name a few. This can be a one time commitment where you choose to help decorate for the SPIRIT dinner/auction, or assist the evening of the auction. There are also opportunities to serve on the planning committees for these events. Your name will be provided to the appropriate parish staff member, or committee chairs, if you express an interest in this area.

**For additional ways to become or continue to be actively involved in our parish community, please refer to your St. Patrick's Parish Ministry Booklet or access online at:**

**[http://www.stpatselkhorn.org/uploads/6/3/3/6/63363055/ministry\\_list\\_for\\_website.pdf](http://www.stpatselkhorn.org/uploads/6/3/3/6/63363055/ministry_list_for_website.pdf)**