

**St. Patrick's Religious Formation Preschool Registration Form and Volunteer Sign-up  
2011-2012**

Registration Date \_\_\_\_\_ Date RF Office Recd \_\_\_\_\_ Family Last Name \_\_\_\_\_

Father's Full Name \_\_\_\_\_ Religion \_\_\_\_\_

Mother's Full Name \_\_\_\_\_ Maiden Name \_\_\_\_\_ Religion \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mother's work # \_\_\_\_\_ Father's work # \_\_\_\_\_

Mother's cell # \_\_\_\_\_ 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) \_\_\_\_\_

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's (ren's) names and photos in the Douglas County Post Gazette, Omaha World Herald, Catholic Voice, or on our parish website. Yes No

**Children to be enrolled in Preschool on Sunday during the 9:30 a.m. Mass (Ages 3 to 5 years old. Must be three years of age by September 1st and potty-trained. No Kindergartners.)**

<u>Child' Full Name</u>	<u>Birth Date</u>	<u>Baptism Date</u>	<u>Place of Baptism</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Children to be enrolled in Preschool on Sunday during the 11:00 a.m. Mass (Ages 3 to 5 years old. Must be three years of age by September 1st and potty-trained. No Kindergartners.)**

<u>Child' Full Name</u>	<u>Birth Date</u>	<u>Baptism Date</u>	<u>Place of Baptism</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**So that we can better assist your child in the classroom, please list any health concerns or special needs your child (ren) has. Please include any accommodations that may need to be made while attending RF Classes.**

<u>Child's Name</u>	<u>Health Concerns/Special Needs/Accommodations</u>
_____	_____
_____	_____

**(Please indicate the area(s) you are willing to assist our RF program on page two. Information regarding registration fees and material fees for Sacrament prep is included at the bottom of page two.)**

**MARK ONE OR MORE AREAS YOU ARE WILLING TO SHARE YOUR GIFTS AND TALENTS WITH OUR RELIGIOUS FORMATION PROGRAM.**

(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 \_\_\_\_\_

**Preschool Catechist & Session Time: 9:30 a.m. \_\_\_ 11:00 a.m. \_\_\_** **Preschool Asst. Catechist & Session Time: 9:30 a.m. \_\_\_ 11:00 a.m. \_\_\_**

**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** \_\_\_\_\_

**Initiation of Children Catechist \_\_\_\_\_ Companion Family—for purposes of matching families together, please indicate the number of members in your family and your children's ages.**

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

**Sub Catechist Sunday Morning** (Session(s) available: 9:30 a.m. \_\_\_\_\_ 11:00 a.m. \_\_\_\_\_)

**Office Volunteer-Session Time \_\_\_\_\_ Daycare-Session Time \_\_\_\_\_**

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

**Quilt Coordinator \_\_\_\_\_ Quilt Committee Member \_\_\_\_\_** Coordinate Fabric Cutters \_\_\_\_\_ Coordinate Writers \_\_\_\_\_

Coordinate Sewers \_\_\_\_\_ **Quilt Volunteer:** Cut Fabric/Die Cuts \_\_\_\_\_ Sew Quilts \_\_\_\_\_ Write on Squares \_\_\_\_\_

Assist in the classroom with painting of squares. I am available during the 5-day school day \_\_\_\_\_, 4:00 p.m. RF session \_\_\_\_\_, or the 5:45 p.m. RF session \_\_\_\_\_

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

**Assist at 1st Eucharist Liturgy/ Practice (Include a Mass Preference.)** \_\_\_\_\_

**Assist with Vacation Bible School \_\_\_\_\_ Refreshment Volunteer \_\_\_\_\_ Serve at Receptions \_\_\_\_\_**

**Assist with Parish Events, such as the Dinner/Auction, Carnival, etc.** \_\_\_\_\_

**RELIGIOUS FORMATION FEES AND VOLUNTEER CREDITS**

**Fees:** Registration fees for children of parishioners are **\$110.00** per child with a family maximum of **\$300.00**. Families must be registered in the parish to register their children in Religious Formation at St. Patrick's. All children preparing to celebrate 1st Reconciliation and 1st Eucharist will be charged a materials fee of \$30.00. The same applies to students in the 8th grade and above preparing to celebrate the sacrament of Confirmation in the spring of 2012. Students who are entering the 7th formation grade level in the fall of 2011 will be charged a \$15.00 retreat fee. **Retreat fees/ Material fees for Sacrament prep apply to children of volunteers and are not included in the family maximum. Fees are non-refundable after Oct 1st.**

**RF OFFICE USE ONLY**

Family Registered in Parish? Yes \_\_\_ No \_\_\_ Non-Parishioner Registration Fee \_\_\_\_\_ Parishioner Registration Fee \_\_\_\_\_

Volunteer Credit Amount \_\_\_\_\_ Retreat Materials Fee (1st Reconciliation/1st Eucharist) \_\_\_\_\_ 7th Grade Retreat Fee \_\_\_\_\_

Retreat Materials Fee (Confirmation 8th and above) \_\_\_\_\_ Late Fee \_\_\_\_\_ Total Amount Due \_\_\_\_\_

Amount Paid \_\_\_\_\_ Date Payment Recd \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

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

Comments \_\_\_\_\_

## RELIGIOUS FORMATION VOLUNTEER OPPORTUNITIES 2011-2012

**Religious Formation Catechist or Preschool Catechist:** 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 two in-services, (fall and winter.) Attend and comply with the Archdiocesan requirements for Safe Environment and background checks. **Catechists with children enrolled in the RF 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 volunteers.)**

**Religious Formation or Preschool Assistant Catechist-** 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 two in-services (fall and winter.) Attend and comply with the Archdiocesan requirements for Safe Environment training and background checks. **Assistant catechists with children enrolled in the RF program are eligible to receive a volunteer credit of 50% of the registration fees. (Material fees for sacrament prep and retreat fees apply to all volunteers.)**

**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 training and background checks. 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.

**Initiation of Children Catechist-**The Initiation of Children catechist will assist in the sacrament preparation of children whose families are new to the Catholic Church or whose parents have been away from the Catholic Church for a period of time. The catechist will facilitate lessons at family gatherings one Sunday per month and work under the direction of the Initiation of Children Coordinator. Lessons and activities may be presented in both a family setting and/or a peer/age setting. Initiation of Children catechists must attend and comply with the Archdiocesan requirements for Safe Environment training and background checks. **Initiation of Children catechists with children enrolled in the RF program is eligible to receive a volunteer credit of 50% of the registration fees. (Material fees for sacrament prep and retreat fees apply to all volunteers.)**

**Substitute Catechist-**In the event of absence due to illness or travel, will fill in for the regular Religious Formation 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 training and background checks.**

**Daycare:** Provide daycare for children of catechists and assistant catechists in the Religious Formation program. Daycare volunteers must comply with Archdiocesan Safe Environment training and background checks. **Daycare volunteers with children enrolled in the RF program are eligible to receive a volunteer credit of 50% of the registration fees. To receive a credit, daycare volunteers must agree to be available 100% of the time. (Material fees for sacrament prep and retreat fees apply to all volunteers.) The number of positions for daycare will be limited based on the number of children who will need the services.**

**Office Help/Hall Monitors:** Provide general office help and monitor foot traffic in hallways and restrooms before and during RF classes on Wednesday evenings, or provide one to two hours of office help during the week. **Assist with monitoring traffic in the parking lot** and/or assist children as they are entering and exiting their vehicle before and after RF classes on Wednesday evenings. Office volunteers must comply with Archdiocesan Safe Environment training and background checks. **Office volunteers with children enrolled in the RF program are eligible to receive a credit of 50% of the registration fee for their children and must agree to be present 100% of the time. (Material fees for sacrament prep and retreat fees apply to all volunteer's children.) The number of office volunteers will be limited to four volunteers per Wednesday RF session.**

**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 the 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 by attending a Safe Environment Training session and having a background check completed. **Discipleship Mentors with children enrolled in the RF program are eligible to receive a credit of 50% off of the registration fees. (Material fees for sacrament prep and retreat fees apply to all volunteers.)**

**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. **(One volunteer needed.)**

**Quilt Coordinator-** In collaboration with and under the direction of the Religious Formation Office will coordinate the overall 1st Eucharist quilt project by providing guidance to members of the quilt committee.

**Quilt Committee-** Committee members will meet in the fall to volunteer to coordinate different aspects of the 1st Eucharist quilt project. Committee members will coordinate volunteers from the 5-day school and RF program to purchase materials, cut squares, batting, die cuts, writing on squares and assist children with painting of squares. Volunteers will also assist with the quilt at retreats. We would like to have enough committee members so that each committee member would be responsible for only coordinating one aspect of the quilt project.

**Quilt Volunteer-**Assist the quilt committee with the quilt project by cutting squares, fabric or die cuts, writing on quilts, sewing quilts, or assisting children with painting squares during their class time.

**Retreat Volunteer-**Assist at retreats for 1st Eucharist, 1st Reconciliation and Confirmation with set-up, tear-down, greeting families and serving refreshments. **NO 2nd grade parents please. May be a one-time commitment.**

**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. **NO 2nd grade parents please. May be a one-time commitment.**

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

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

**Companion Family:** Your family would journey side-by-side with a family who is joining the Catholic Church or who is returning to the Catholic Church after a lengthy absence. Companion families would welcome and invite the family to sit with their family at Sunday Mass and as a way of sharing their Catholic faith with their "adopted family," they would also invite them to social and spiritual opportunities within our parish.

**Parish Event Volunteer:** Volunteer to assist with special events in the parish, including the dinner/auction 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 dinner/auction, or maybe 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 indicate an interest to assist in this area.