

St. Pius X Religious Education

Volunteer Handbook

St. Pius X Parish
1051 Waggoner Road
Reynoldsburg, Ohio 43068
614-866-2859
Pastor: Father David Young

St. Pius X Religious Education Office

1061 Waggoner Road
Reynoldsburg, Ohio 43068
614-864-3505

De Ann Bukowski, CRE (Cell 614-648-9191)

Coordinator of Religious Education

Deanne15@insight.rr.com

PARISH SCHOOL OF RELIGION OFFICE HOURS

Monday	Closed	Thursday	9:00 AM– 4:00 PM
Tuesday	9:00 AM – 4:00 PM	Friday	9:00 AM – 4:00 PM
Wednesday	9:00 AM – 4:00 PM	Sunday	Morning & PSR Hours Or by Appointment

DIOCESAN AND PARISH POLICIES/PROCEDURES

FINGERPRINTING AND PROTECTING GOD’S CHILDREN WORKSHOP:

It is the policy of the Diocese of Columbus (4110.0) and St. Pius X Parish that all adults who have contact with children must have a current Bureau of Criminal Investigation background check on file and must attend the “Protecting God’s Children” workshop. All volunteers (catechists, aides, office helpers, hall monitors, nurses, and traffic attendants) are required to have these records on file with the St. Pius X Religious Education Office.

RELIGIOUS EDUCATION VOLUNTEER DESCRIPTIONS:

Catechist:

A catechist is a person of faith who is constantly demonstrating his/her personal commitment to Christ by sharing faith with others.

- Is in classroom by 4:45 PM to 6:45 PM Sundays (On Early Sundays, Is in classroom 1:00 PM-3:00 PM.)
- The students are not allowed in the classroom without catechist. Grades 3-8 will be in the cafeteria until the catechist is in the classroom.
- Sets up a prayer space in the classroom and opens and closes each PSR session with prayer—this is religious education and prayer is where we “begin” and “end” our sessions.
- Is prepared to present weekly lesson to the class; reads the Sunday Scriptures, and forms a lesson plan that follows guidelines in conformity with the Diocese of Columbus Graded Course of Study.
- Is prepared spiritually (through personal prayer) and mentally (read and study beyond the Teacher’s Edition) to guide fruitful discussions about our faith. It is not necessary to know all the answers—but it is necessary to know how and where to find them.
- Is thoroughly prepared to teach his/her class—reviews the chapter(s) to be discussed a few days ahead, has necessary supplies ready for any additional activities (contacts the office earlier in the week if copies need to be made or supplies need to be gathered), and previews videos and has follow-up questions ready for discussion.
- Submits weekly lesson plan to the PSR office.

- Is aware of **EMERGENCY PROCEDURES** (fire, tornado and lockdown) as shown in the Teacher Guides and in your boxes. We will practice these drill procedures in the month of October and January.
- Always respects the privacy and confidentiality of the children and families by not discussing personal information with any unauthorized persons.
- Reports any suspected child abuse or neglect to the CRE, immediately. This includes any noticed physical and/or emotional signs of mistreatment or a child's acknowledgement of an action.
- The students are brought back to the cafeteria at the end of class for the parents to pick them up there except for pre-K through 2. The parents pick up the lower grades in their classrooms.

Remember that as Christ's representative in the classroom, your voice and actions are those of Jesus himself—to speak with faith, to speak with truth, to speak with trust, to speak with understanding, and to speak with love.

Classroom Aide:

A catechist aide is a disciple of Christ who assists the catechist with weekly instruction and also demonstrates his/her personal commitment to Christ through witness and modeling. (Times are adjusted on early PSR Sundays)

- Is in the classroom by 4:45 PM - 6:45 PM.
(1:00PM-3:00PM on early PSR Sundays)
- The students are not allowed in the classroom without catechist. Grades 3-8 will be in the cafeteria until the catechist is in the classroom.
- Takes attendance & early dismissal notes and places the sheet in the mailbox by 5:45 PM or 2:00 PM.
- Monitors classroom activity while the catechist is teaching
- Assists classroom duties by distributing materials to class
- Assists children, as needed, in the classroom
- Escorts sick children from the classroom and takes them to the nurse or the office
- Contacts the office if there's a classroom disruption that needs immediate intervention
- Helps put the classroom back in order—stacking chairs and putting desks or tables back into proper position

Hall and Parking Lot Monitor:

A hall and parking lot monitor secures the safety for PSR adults and children. (Times are adjusted for the early PSR Sundays)

- Directs traffic for dropping children off at the west doors—from 4:45-5:15
- Closes west doors during PSR class time after children have arrived for class (Early weeks 1:00-1:30 PM)
- Collects attendance sheets at 5:45 PM and bring to PSR office (Early 2:00 PM)
- Monitors the halls (1 monitor for upper floor and 1 monitor for lower floor) during class ensuring that children leaving class to use the restroom or to get a drink do so in a timely manner and return to the classroom
- Checks bathrooms—upper and lower floors
- At west doors at 6:15 PM and monitor the lower floor for noise and distractions before classes dismiss (or 2:30 PM early weeks)
- Secures south door so that no one uses this as an exit
- Assists classes with safety drills
- Directs traffic out of the parking lot—using both north and south exits—keep adults and children in **safe zone** going to their cars
- Checks west and north doors to see that they are securely locked before leaving

Office Aide:

The office aide assists current and new families from the PSR office.

- Checks new families in with registration forms and information
- Answers the telephone and takes messages
- Collects attendance sheets and puts them in order
- Student early dismissal notes will be sent with attendance sheets and the parents will be coming to Door C or the East Door.
- Assists catechists with emergency copying and/or supplies needed from the office
- Contacts parents when a child is ill or disruptive and needs to be picked up before class is over at 6:30 PM or early PSR 2:45 PM.
- Performs basic office duties per directives of the CRE

Catechist:

A catechist is a person of faith who demonstrates his/her personal love for Jesus by sharing his/her joy with children.

- Picks up supply tub from PSR Office shelf and checks for supplies
- Prepares activities to reinforce the Scripture message for young people.
- Has supplies and materials organized for craft activities
- Is a Catholic/Christian role model who demonstrates Jesus' love for others
- Returns classroom to proper order
- Returns supply tub to PSR Office shelf

Catechist Aide:

- Assists catechist with classroom activities
- Helps put classroom back in order—chairs up, tables cleaned, and floor swept if needed
- Secures windows before leaving the classroom

All adult PSR volunteers submit the following forms to be kept on file with the Religious Education Office.

- Volunteer application
- BCI background check
- PGC workshop certificate
- Code of Conduct For Catechists (if teaching Religion) (Yearly)
- Harassment Policy Verification Form (Yearly)