

CLOW ROLES and RESPONSIBILITIES

Please arrive at mass at LEAST 20 minutes before the start of mass

LEAD TEACHER:

1. Prepare liturgy and discussion using provided liturgy synopsis, Ligori handout, and following given format (found in file cabinet) on assigned week—possibly collaborating with lead teacher assigned to other mass time for the same day.
2. Coordinate anything needed with assistance teacher and youth assistants.
3. Arrive early to set up Altar (in CLOW classroom) and prepare materials
4. Meet with Father @ 10 minutes before the start of mass for prayer – meet in the hallway between CLOW room & lobby along with others serving at mass.
5. Process with Father, Deacon, Altar Servers, etc.. at start of the mass holding liturgy book for CLOW (liturgy book stored in CLOW cabinet- process with book chest high- bow at altar, keep book with you & be seated until Father calls for CLOW children)
6. Lead children (prompted by Father) out of the mass & into CLOW classroom
7. Deliver curriculum in an engaging way, welcoming children and creating a communal environment.
8. After closing and reminder of theme, choose children to present the gifts and send them to the front of dismissal line.
9. After mass has finished, help clean up the room & replace materials.
10. Delegate to assistant teacher & facilitator as needed.

ASSISTANT TEACHER

1. Before mass – distribute nametags to the children in front lobby of church
2. Collaborate with lead teacher to see how to support delivery of curriculum if needed.
3. Help engage the children in activities and make physical presence known to help keep behavior on task.
4. Stamp hands and walk with students back to parents
5. After mass has finished, help clean up the room & replace materials
6. Be prepared to be EMERGENCY BACK UP should the Lead teacher have an unexpected absence.

FACILITATOR

1. Before mass- assist with nametag distribution as needed
1. Help with timing- confirmation /coordination with hospitality ministry for dismissal and presentation of the gifts
2. Take weekly head count.
3. Escort children back to their parents if needed.
4. Pass out bulletins and any other materials as children leave CLOW
5. Along with hospitality, assist children to pick up and carry gifts/host/chalice
6. After mass has finished, help clean up the room & replace materials.