

COOPERATIVE RELIGIOUS EXPLORATION VOLUNTEER OPPORTUNITIES 2014-2015

At First Parish in Brookline we believe in building community and caring for each other. One goal of faith formation is that children and youth know others in their community and be known by others. To that end we allow children and parents the opportunity to get to know others by having parents not work directly in their child's classroom.

In keeping with our Safe Congregations Policy, First Parish in Brookline will conduct a Criminal Offender Record Information (CORI) search for all volunteers who have ongoing direct contact with children and youth. Following best practices, volunteers are expected to sign a Code of Ethics Statement, and help us insure that there are always two adults present with our children and youth.

Opportunities to Work Directly with Children

RE Class Teacher: Teach twice a month, once as the “assistant” teacher and the next as the “lead” teacher.

Responsibilities: Arrive 15 minutes before service to set up the room and stay 15 minutes to clean up at the end. Lead teachers plan the 60 minute lesson and related experiences. A curriculum is provided, and the DRE and RE Committee liaison provide support. Assistant teacher supports the lead teacher with the activities and focuses on the community building aspect of the session. Teacher sends a brief email to parents following the session. Time commitment expected is 4.5 hours of teaching team meetings throughout the year, 1.5 hours in August and in April with the DRE, and the Teacher Orientation in September. Average time commitment is less than 4 hours per month.

Childcare Provider: Provide childcare during church activities, potlucks or meetings.

Responsibilities: Arrive 15 minutes before childcare is required to set up the room; plan age appropriate activities; stay until all children have been picked up; clean up at the end of each session. DRE will support activity planning. Less than 1.5 hours per month.

MAD Sunday Coordinator: Plan activities for (4) Making a Difference (MAD) Sundays for a multi-age group of children.

Responsibilities: Communicate by email with the MAD Sunday parent volunteers about the activity and roles. Gather supplies and arrange for any special equipment or space. Arrive at church by 10:30 to set up; stay after the session for 15 minutes to oversee parents who volunteered to clean up. Average is less than 2 hours per month.

Participate in Multi-Gen Worship which may include Skits, Crafts, Costumes and Supplies: Work with DRE on an as needed basis. Will usually have two weeks lead time. Approximately 1 hour per month.

Opportunities to Work with First Parish Families

RE Greeters: Greeters arrive at church at 10:15 to set up the greeting area, adorn the greeting sash and be in position at the top of the stairs by 10:30.

Responsibilities: Greeters welcome everyone arriving at the church, with special attention to new families. Help answer questions, have newcomers fill out visitor form, explain a typical morning at First Parish, find out what the visitor's interests are, and share information of events happening at church. Stay at top of stairs until 11:05, then proceed to worship. Seek out visitors during coffee hour to make them feel welcome. Attend greeter training in the fall. Work one Sunday a month. Approximately 1.5 hours per month.

Parent on Duty: Greet Teachers, help them with supplies and getting their class ready for the session. Deliver attendance books to classes and check that lights are on and temperature is acceptable. Support teachers with any last minute changes to lesson plans or class projects. Back up the DRE and greeters with welcoming new families and settling kids in class. Stay out of worship that day to: provide back up if a teacher requires additional support, organize supply closets or complete RE projects as requested by DRE. Check to make sure teachers are all set for clean up and

classes are ready for others to use them, check that supplies are returned to closets. 10:15-12:45 one Sunday per month. Approximately 2.5 hours per month.

Teacher Enrichment and Teacher Appreciation: Work with the DRE to organize three teacher enrichment evenings, and organize and recruit volunteers for two teacher appreciation events.

Responsibilities: Include booking space at FPB, inviting teachers, organizing the food/potluck, gathering and preparing supplies, and arranging for (and overseeing) volunteers for set up and clean up. Average time commitment is 2 hours per month.

Class Coordinator for your child's program: Communicate with parents regarding upcoming events, facilitate RE Registration at the beginning of the church year for your child's class. Work closely with teachers to ensure all students are registered at the beginning of the year, and as new members arrive. Check in with teachers on a monthly basis to see how you can support their efforts, and remind them how appreciated they are. Approximately 2 hours per month (may be more in September and less the rest of the year).

Opportunities to Support RE Which Can Be Done Independently

Photo/video support: Photograph/video tape church activities, services and ceremonies as requested by the DRE or co-chairs of the RE Committee. Digitally edit and organize photos/video (some of which may be provided from outside sources) and occasionally create a slideshow or presentation, and send to DRE in a timely fashion. Less than 1.5 hours per month.

Set up/clean up: Set up and clean-up for meetings, gatherings and special events. You will receive training on where items are stored and how to use the kitchen equipment. Some tasks may involve food preparation. Approximately 1 hour per month.

Supplies Organizer: Organize, inventory and label the RE supply closet. Work with the DRE to make sure we have necessary supplies. Approximately 1 hour per month.

RE Bulletin Board: Design and keep the REC bulletin board current. Time commitment is less than 1 hour per month.