

CHILDREN'S LITURGY OF THE WORD (CLOW) ASSISTANT (Written 8/2004)

TASKS TO BE PREFORMED

1. To set-up the Marcy Center for worship. This includes; turning on lights, moving any furniture that is in the worship area, preparing the worship area with cross, table, appropriate cloth, candles, matches and any other requested items. **(At least 15 minutes prior to the beginning of mass)**
2. To practice and proclaim the first reading or gospel. Reader will lead procession with leader.
3. To accompany the children to and from the worship area, while keeping them quiet and orderly.
4. To provide an atmosphere which supports a positive worship experience for the children. (Sit among the children and help to keep them quiet and attentive.)
5. To return the Marcy Center to its "neutral set up". (See diagram). To return CLOW items to the appropriate storage area. Return key to the sacristy.
6. To perform other tasks as requested by leader.

ABILITIES/ATTRIBUTES NEEDED

1. Ability to relate to children and to provide supervision.
2. Ability to take direction from CLOW leader
3. Reliability: to be here when scheduled or to arrange for a substitute; to be punctual, to fulfill assigned tasks.
4. Ability to be a role model through appropriate dress, attitude and behavior.

ADDITIONAL RESPONSIBILITIES

To sign-in when present. Logbook will be kept in the CLOW storage box.

SUPERVISION/SUPPORT

CLOW assistants are directly responsible to the CLOW leader. CLOW leaders are directly responsible to the Director of Children's Ministry (DCM). The DCM is directly responsible to the pastor.

Due to scheduling restraints, the DCM is not usually available for onsite supervision.

TRAINING

Initial training will be provided at the Confirmation Liturgical Training Session usually scheduled in late August. Attendance is required. **If a candidate, wishing to serve as a CLOW assistant, is not able to attend the training session, he/she must make arrangements with the DCM to be trained. Failure to do so will result in the candidate being dropped from CLOW.**