



CHILDREN'S Liturgy of the Word

For ages PreK4 - 2nd grade

Summary of Roles and Responsibilities

Co-Coordinator Responsibilities (Seeking 2 people):

This is the liaison between the teams and the Staff Coordinator. He/she manages the schedule to verify that teams are in place for their assigned weekends. Works to find help from other teams when necessary. Addresses concerns and issues with the Staff Coordinator on behalf of the teams.

- Coordinates all areas with Julia Acosta, PSR Coordinator
- Team Scheduling
- Communications with PSR coordinator, team, and parents as needed.

8 person Team (includes 2 alternates)

(6-person team could manage about 25-30 kids. Would have to add helpers if numbers grow)

A. Team Leader (good organizer)

- Contacts members of the team, makes sure all the roles are covered and lets the co-coordinators know when outside help is needed.
- On the day that your team serves, you set the Altar.
- Meet the team before Mass, and make sure the hardbound lectionary is placed on the presider's chair.
- MC for the session and keep things flowing.
- You will be the "procession leader."

B. Liturgy Leader (good speaker/reader)

- Reads readings during CLOW from Children's lectionary. Need to be able to read in an engaging way without being overly dramatic.
- Leads prayers.

C. Reflection Leader (creative)

- Leads reflection on readings. The CLOW materials provide a good starting point with questions for reflection.
- It is important to make readings relevant and use of props are especially effective. Adaptation should be consistent with the message of the readings.
- Small amount of preparation is needed to bring in any props and to be able to engage with children and not just read from written material.

D. Timing Person

- Responsible for notifying CLOW team as soon as homily is over and makes sure the Reflection leader gets the signal that there is 3-5 minutes left before heading up to the church.
- Guide children up to the church and when Gifts are brought up, children move back to pews in orderly fashion.
- If for some reason children are released too early or late, be sure to guide the children use side aisles only.
- Assist where needed when possible.
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E. Crowd Control (loving discipline)

- Help keep children engaged.
- Crowd control by sitting with or standing with the 'livelier' children and help redirect them.
- Take children to bathroom (wait outside bathroom and remind them to wash hands)

F. Floater/AV

- Lead music (Does not have to be able to sing, can just manage TV and have music cued if music is needed)
- Manage A/V
- assists rest of team wherever needed.

G. Alternates

- On deck during the week in case they need to sub for a team member.
- Responsible for whatever role they are subbing in. Including getting necessary materials to CLOW session.