

Religious Education Office
St. Fidelis Parish
125 Buttercup Road
Butler, PA 16001
June 22, 2009

Dear Parents & Families of St. Fidelis:

Please find enclosed the registration forms for CCD and Catechesis of the Good Shepherd for the upcoming school year 2009-2010. You will notice a few changes that we believe will have a positive impact on the needs of our growing parish community. We would like to briefly introduce these changes to you:

1. **Catechesis of the Good Shepherd is growing!** Again, we will offer Catechesis of the Good Shepherd to pre-Kindergarten (ages 3 – 5). We will also be offering this wonderful program to children in Kindergarten. We are in the midst of planning and organizing another “Atrium” (classroom) for the Kindergarten students. Registration for this program is limited, so please complete your registration as soon as possible.
2. **A formal Parent Volunteer Program begins this year!** Please complete and return the Parent Volunteer form included in this mailing. There are numerous ways that you can get involved to support your child(ren) and our religious education programs. We look forward to announcing to our community that we have 100% participation from our parents!
3. **Religious Education Office is Going Green!** In order to reduce the high cost of mailings and to help our environment, we are implementing an e-mail communication system. Please make sure to include an updated e-mail address on your registration form and notify the office as soon as possible if you should change your e-mail address. Thanks!

Thank you for your time and consideration. Please feel free to contact us at the phone numbers and e-mail addresses below if you have any comments, questions, and/or concerns. We wish you and your family a blessed and safe summer!

Sincerely,

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PARENT VOLUNTEER PROGRAM 2009 ~ ST. FIDELIS PARISH

RELIGIOUS EDUCATION OFFICE

Get involved! Your child(ren) and the Religious Education Office need your help and support. The Parent Volunteer Program offers you a wide variety of opportunities for you to get involved. Please fill out this form and return it with your completed registration form. One completed Parent Volunteer Program form required per family, thank you. **If you already volunteer for the Religious Education Office, please also fill out this form and thank you for your continued help.

(Please Print)

Last Name: _____

Volunteer's Name: _____

Phone Number: _____

E-mail Address: _____

Please select the area or areas that you prefer volunteering from the list below. A brief explanation of each area is explained on the back of this form.

*Catechist I (1st Grade – 8th Grade) _____

*Catechist II (9th Grade – 12th Grade/mini-programs) _____

*Classroom Aide _____

*Substitute _____

Materials Preparation _____

Clerical Support _____

*Special Events _____

*Childcare/Babysitting _____

Classroom Supplies _____

Birthday Card Club _____

**Indicates the area(s) in which you may have to fulfill Diocesan requirements, such as: Clearance Forms, Diocesan Database, and Protecting God's Children Seminar. We will contact you to inform you of your responsibilities and to make the necessary arrangements. Again, we appreciate your time and cooperation in ensuring the safety of our children.*

EXPLANATION OF VOLUNTEER AREAS

Catechist I – The Catechist I is the teacher or instructor for a particular grade. Catechist opportunities are available from first grade up-to ninth grade. Catechists should be available on a weekly basis during the school year.

Catechist II – The Catechist II is the teacher or counselor for grades ninth up-to twelfth. This Catechist would assist periodically with “mini-programs” held during the year.

Classroom Aide – The Classroom Aide assists the Catechist within the classroom. Classroom Aides should expect to assist on a weekly basis during the school year.

Substitute – Occasionally, a Catechist is not able to fulfill his/her commitment as Catechist for a particular week (due to illness, emergency, etc.). In the event of this situation, we need volunteers to take on his/her responsibility for that particular week. The Religious Education Office will provide you with the necessary support and/or materials needed to assist you with your designated class. Substitutes should expect to fill in about one or two times per school year.

Materials Preparation – Materials preparation involves assisting the Religious Education Office or a particular Catechist/classroom with simple crafts or lesson preparations. Common tasks will include: cutting, tracing, pasting, etc. This volunteer should expect to help out about once per month. Occasionally, some of this work can be completed at your convenience and in your home.

Clerical Support – Clerical support involves assisting in the Religious Education Office throughout the school year. Activities may include xeroxing, sorting, and assisting with mailings, etc. This volunteer should expect to help out about once per month.

Special Events – Throughout the year, the Religious Education Office plans special events and activities for our children. This volunteer may help with event set-up, working the event, and/or event clean-up. Special Events volunteers should expect to assist about three times per year.

Childcare/Babysitting – We would like to offer childcare/babysitting to our volunteers who have small children not yet enrolled in our Religious Education programs. Depending upon the number of childcare volunteers interested, will determine the childcare schedule. Volunteers should expect to assist at least once or twice per month.

Classroom Supplies – Kleenex, Clorox wipes, and glue sticks are just some of the many supplies needed for each classroom. If you would be willing to donate supplies occasionally during the year, please check the appropriate area on the Parent Volunteer Form.

Birthday Card Club – We enjoy sending birthday cards to our children/students throughout the year. Volunteers are needed to organize the birthday card schedule, write personal messages/addresses, and/or donate birthday cards for the children/students.

**The above explanations are to give you a general idea of the volunteer positions. The needs of the Religious Education Office and programs may change due to the needs of our children. Again, thank you for time and consideration.*