

# **2026-2027 VOLUNTEER MINISTRY DESCRIPTIONS**

**These tuition credits will be applied to volunteer families  
in the RE program**

## **Adult Drop Off Line Supervisor - \$150.00 tuition credit**

- Arrive at Door 4, 15 minutes before arrival begins to sign in and assist with drop off
- Wait at door 4 for 5 minutes past the class start time for any late arrivals, then close doors and return to the office to sign out

## **Adult Pick Up Line Supervisor - \$150.00 tuition credit**

- Arrive at Door 4 or Door 9, 15 minutes before dismissal begins to sign in and assist with pick up
- Bring any student not picked-up back to the RE office

## **Adult Hall Monitor - \$250.00 tuition credit**

- Sit in the hallway in the atrium by the D wing or in the A wing corner, and monitor the activities and safety of students
- Periodically check the hallways and bathrooms
- Reported any suspicious activity to the RE office immediately
- Be in position 10 minutes before class begins
- Collect attendance sheets 10 minutes after class begins and bring to the RE Office front desk

## **Office Assistant - \$250.00 tuition credit**

- Collating, copying, labeling etc.
- Assisting RE front desk staff with phones, attendance, late drop off, early pick up

## **Adult Lead Catechist - 100% tuition credit (up to 2 children)**

- Prepare and teach the lesson for the week
- Follow the provided lesson plans
- Work with Assistant Catechist
- Be in class 10 minutes before your session begins
- Make sure attendance and emergency folder is up-to-date – notify RE Office of any discrepancies
- Stay at dismissal with your class until your students are picked up
- Inform the RE office when supplies are needed in the classroom tote
- Follow and participate in Diocesan Formation and safety protocols
- Attend meetings as required by DRE

## **Adult Catechist Assistant - 50% tuition credit (up to 2 children)**

- Fill in for the Lead Catechist with the scheduled lesson if the lead catechist is absent
- Be in class 10 minutes before your session begins
- Be in the classroom each week to assist the catechist with attendance, projects, escorting children to restrooms, running to office, escorting early departures to the R.E. office, etc.
- Keep an accurate account of tests, books, and whatever the catechist may require
- Make sure attendance and emergency folder is up-to-date – notify RE Office of any discrepancies
- Stay with class during dismissal until your students are picked up
- Inform the RE office when supplies are needed in the classroom
- Follow and participate in Diocesan Formation and safety protocols
- Attend meetings as required by DRE

## **Adult Special Classroom Assistant - \$125.00 tuition credit**

(Not a parent/adult that is attending REACH classes as required)

- Assist with students who need special help (perhaps offering one on one attention)
- Be in class 10 minutes before your session begins

## **Adult Classroom Aide - \$100.00 tuition credit**

(To be placed in a larger class, or with classes who need an extra hand.)

- Act as Assistant Catechist (**see above duties**) when the Assistant Catechist is absent, with the exception of Diocesan Formation and DRE required meetings
- Take over the class when both the Catechist and the Assistant Catechist are not there, however you are not required to teach the lesson. Should this happen, instructions will be provided for either a craft, movie, etc.

### **PLEASE NOTE:**

- Tuition credit can only be applied to those 21 yrs. of age and older.
- Credit only applies to tuition fees, not material fees, sacrament fees or bible fees.
- Tuition credits will be applied against tuition and will be determined on the basis of participation and attendance.
- **YOU MAY CHOOSE TWO JOBS TO RECEIVE A FULL CREDIT FOR BOTH POSITIONS** (ie: drop off and pick up, or drop off and hall monitor etc.) However, it remains that tuition credits cannot be applied to material fees, sacrament fees, or bible fees.

## St. Mary Religious Education 2026-2027 Catechist/Volunteer Commitment

**If you are NEW to this ministry, congratulations and welcome.** You must complete the PGC workshop and State of Illinois Mandated Reporter workshop (every three years) in addition to a name-based background check (every 5 years). All these can be completed online.

**If you are RETURNING, thank you for your continued support.** We recognize that we could not do this ministry for the children without you!

**For all:** We will try to honor your requests but it is based on first come, first served.

**Please note:** Returning catechists who wish to remain in the same grade next year will get priority to teach that grade.

**Questions:** RE@st.marymokena.org or call the R.E. Department at 708-326-9352

**VOLUNTEER NAME:** \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ cell # \_\_\_\_\_

**SELECT TUITION CREDIT MINISTRY ROLES:** (see separate information for descriptions)

Lead Catechist \_\_\_\_\_ Catechist Assistant \_\_\_\_\_ Classroom Aide \_\_\_\_\_

Special Classroom Assistant \_\_\_\_\_ Hall Monitor \_\_\_\_\_ Office Assistant \_\_\_\_\_

Drop Off Line Supervisor \_\_\_\_\_ Pick Up Line Supervisor \_\_\_\_\_

**SELECT CLASS OR PREFERRED DAY, AND TIMES\*\*:**

For Catechist/Asst./Aide: Preferred class \_\_\_\_\_ Preferred Day \_\_\_\_\_

For Hall Monitor: Day \_\_\_\_\_ Session Time \_\_\_\_\_

For Pick-up Supervisor: Day \_\_\_\_\_ Session Time \_\_\_\_\_

For Drop-off Supervisor: Day \_\_\_\_\_ Session Time \_\_\_\_\_

**TUITION CREDITS should be applied to:**

FAMILY NAME \_\_\_\_\_

Student Name(s) \_\_\_\_\_

\*\*Tues or Weds 4:30 - 5:45 or 6:30 - 7:45; Thurs 4:30 - 5:45; Sun 9:30a - 10:45a