

Sacramental Program

Sacramental Program & Community Events

5 STEP PROCESS FOR PARTAKING IN THE SACRAMENTS

STEP	WHAT	WHO
1. Introduction & Information evening	This is run by the parish and is an information session that explains the process, dates and enrolment procedures for the specific sacrament.. Jenny Watts will co-ordinate this day and speak on the night.	All Sacramental teachers attend (e.g. Holy Eucharist teachers attend the Holy Eucharist meeting) EXPECTATIONS: <ul style="list-style-type: none"> ✓ Please be there 20mins beforehand to assist Jenny in setting up chairs, projector etc... ✓ Greet parents and students as they walk in. Teachers ensure parents have the appropriate information booklet.
2. Asking to receive mass (Enrolment forms handed in)	This is run by the parish with teacher assistance.	Each school needs a teacher representative at each mass. E.g. Saturday Mass: 1 x OLOM Teacher AND 1 x Mercy Teacher Sunday Mass: 1 x OLOM Teacher AND 1 x Mercy Teacher EXPECTATIONS: <ul style="list-style-type: none"> ✓ Teachers need to be at the mass no less than 20mins beforehand. ✓ Each teacher will need to tick off (from checklist provided) the children in attendance ✓ The Parish (Jenny Watts) will deal with the enrolment forms. ✓ Teachers are invited to stay for the whole mass; however, if they have parish or family commitments they only need to stay for the first 20mins beforehand to ensure that they have checked off all their school children.
3. Commitment Mass	This is run by the parish	EXPECTATIONS: <ul style="list-style-type: none"> ✓ Teachers are invited to attend to meet and greet with parents however, in this circumstance attendance by the teacher is optional. (Attendance is by commitment slips handed in.)
4. Workshops	This is run by the parish with teacher assistance.	Teachers are needed to assist the parish workshops with attendance. Once all candidates have arrived, only one teacher will need to take on the 'scribe' role. Each school needs a teacher representative at each workshop. E.g. Workshop 2: 1 x OLOM Teacher AND/OR 1 x Mercy Teacher Workshop 2: 1 x OLOM Teacher AND/OR 1 x Mercy Teacher EXPECTATIONS: Teachers take the role of scribe and or assist wherever necessary
5. Celebration	Parish & school.	The parish runs this with school support as indicated in the Job description checklist and timeline to be supplied by the parish. EXPECTATIONS: <ul style="list-style-type: none"> ✓ All school staff are encouraged to attend the celebration at the parish ✓ Staff & Teachers are to assist where they can, taking on a specific job allocation as outline on the 'Job checklist' (This will be circulated close to the date of the celebration and no less than 1 week prior to the celebration). ✓ School Sacramental coordinators are to ensure all jobs have a teacher allocated to them (only the school-based jobs, not the parish jobs. Parish jobs are organized by Jenny Watts)