

CLW Assistant Role Guide

Children's Liturgy of the Word — Calvary Episcopal Church

Overview

The CLW Assistant supports children's participation in the Liturgy of the Word during the 11 AM Sunday service. This role has grown in importance as more children of varying ages now take part, making attentive adult support essential for a smooth and reverent experience.

Arrival 10:50–10:55 AM

The assistant should plan to be at the back of the church by 10:50–10:55 AM — as Faith Formation wraps up and before the 11 AM service begins — so they are in position when children start gathering to line up for the procession. The assistant helps maintain a quiet, calm, and respectful atmosphere during this waiting period.

The Procession

After the opening collect, the children process into the service. Before the procession begins, the facilitator will assign a student to carry the processional cross and will cue the group when it is time to begin processing. The assistant processes with the group and helps keep the children in an orderly, reverent line throughout.

In the Refectory

Once the group arrives at the refectory, the assistant's responsibilities are supervisory and supportive:

- Observe the children and assist any child who needs a drink of water or needs to use the restroom, waiting outside as needed.
- If directed by the clergy or facilitator, escort a child back to their parents early — for example, if a child is feeling unwell, is upset, or no longer wishes to participate. Return promptly once the child is with their family.
- Observe as the clergy and facilitator to lead the CLW session while you remain attentive in a support capacity.

Returning to Church

When the clergy and facilitator signal that it is time to return, the assistant helps ensure the children stay together in line and return safely to the church, where they rejoin their families.

Key Roles at CLW

Role	Description
Clergy	Delivers the CLW homily; clergy rotation
Facilitator	Leads readings and prayer; assigns cross bearer; cues the procession; volunteer rotation
CLW Assistant	Procession support, child supervision, restroom/drink assistance, early return escort as needed

Why This Role Matters

With a growing and age-diverse group of children participating, the CLW Assistant provides an important layer of calm, safety, and structure — freeing the clergy and facilitator to focus on leading the session while ensuring every child is cared for throughout the experience.