

AVC Volunteer Position

Children's Church, Coordinating Council, Chair

USAG Ansbach Chapels

Position Type Ongoing position

Posted 9/8/2016

Duties Childrens Church (CC) provides children with an essential element of religion in accordance with AR 165-1, para 2-3.a.

CC is for children aged 3-10 years old.

The CC Coordinating Council is an advisory group made of YoC representatives from each garrison chapel congregation. The CC Coordinating Council Chairperson (Chair) is the convener of these meetings and works under the supervision of the Garrison Chaplain and Director of Religious Education.

In a joint faith program, each CC leader will be connected with a chapel congregation providing point of contact and leadership for the CC program inside that congregation's structure.

All volunteers will work under the Supervision of the Garrison Chaplain through the Director of Religious Education (DRE) and Sponsoring Chaplain. In the absence of a DRE, the IMCOM-Europe Religious Education Program Director (REPD) assists with supervision. Curriculum and resources will be approved and/or provided by the Garrison Chaplain's Office.

The Chair is a SPECIFIED VOLUNTEER who will:

- Weekly - Assist the Garrison Chaplain and congregation Sponsoring Chaplains in promoting advertising of CC program.
- Biweekly (or weekly) - Provide assistance to CC Leaders for classes and Worship Bags.
- Quarterly - Lead the Council in planning a activity for all congregations' CC groups. (ex. Easter Egg Hunt, Fall/Back to School, VBS)
- Annually - Attend YoC Volunteer Leadership Training planned by the IMCOM-Europe CC Working Group.

May also serve on IMCOM-Europe CC Working Group.

Children's Church, Coordinating Council, Chair
USAG Ansbach Chapels

The Chair will record, and report to his/her supervisor, voluntary service either in VMIS or using DA Forms 4713 and 4162.

The Chair will never be alone with a child or youth. All programs will have at least 2 vetted adults attending.

If the use of a motor vehicle is required for this program, then the Sponsoring Chaplain will arrange government employee and government vehicle, and the 2 adult rule will still apply.

The volunteer shall maintain strict confidentiality with respect to any personal or command information entrusted to or encountered by the volunteer. Failure to meet confidentiality standards will result in termination of the volunteer. By signing the volunteer agreement, the volunteer agrees to the Department of Defense confidentiality and privacy requirements understands and agrees to adhere to these requirements.

The use of a vehicle is not required to perform these duties and is specifically prohibited.

Credential or License
Required

Yes (see qualifications)

Qualifications

Qualifications for CC Coordinating Council Chair include:

- CC Chair will be aged 18 or older.
- Attendance at a designated Garrison congregation's worship at least twice a month.
- Demonstrated leadership abilities and understanding of Army Chapel Children's Church programming.
- Each Army chapel volunteer will serve after completing basic volunteer documentation as provided by the Garrison Chaplain's office. For statutory volunteers, at a minimum, this includes DA Form 2793. Unless VMIS is used, DA Form 4162 and DA Form 4713. For other forms of voluntary service, see the SOPs issued by the Office of the Chief of Chaplains.
- Because of the Specified designation of this PD, completed Army child protection prescreening and background checks. Valid documentation on file at the Garrison Chaplain's office.
- All CC leaders will sign annual disclosure statements and attend annual training as required in this Position Description.

Children's Church, Coordinating Council, Chair
USAG Ansbach Chapels

Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).

Training

Required training includes:

- Annual Chapel Child Protection Training
- Annual CC Leader Training

Other training may include:

- IMCOM-Europe CARE Center Volunteer Training.
- Religious Group and/or academic Religious Education certification and professional development programs.
- First Aid
- CPR

Involves work with confidential issues. Volunteers who work with confidential issues are required to have training on confidentiality and the safeguarding of privacy protected records.

Orientation

Annual CC Leader orientation is provided by the Garrison Chaplain's Office and is part of the requirement for all Chapel Volunteers.

Time Required

The time commitment is 10-15 hours per week to include:

- Congregational coordination.
- Engagement with children and congregations.
- Preparation and leadership of programs.
- Training.
- Travel to/from CC programming.

Evaluation

Evaluation is ongoing by the Garrison Chaplain through the DRE and Sponsoring Chaplain.

Evaluation standards include:

- Demonstrated commitment to the CC Program measured by recorded and reported volunteer service.
- Fulfillment of Chair duties measured by feedback from the congregations and families.
- Communication and coordination with Garrison Chapel staff and other CC Volunteers measured by feedback from Garrison Chapel leaders.
- Compliance with Army regulations regarding religion, child

Children's Church, Coordinating Council, Chair
USAG Ansbach Chapels

protection, and safety measured by chapel records.
- Personal development measured by attendance at and completion of training opportunities.

If the Garrison Chaplain determines that a CC Chair does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to Chair include:
- personal religious education and faith development through chapel engagement and leadership.
- professional growth through training and program leadership.
- enhanced resilience through interpersonal and religious support.

Address

USAG Ansbach
APO, Armed Forces Europe -----

Contact Person

Chaplain Sponsor
(314) 467-2544

AVC Coordinator

----- (Insert name)
----- (Insert CIV phone)
(314) 467----- (Insert DSN)
----- (Insert AVCC email)