

AVC Volunteer Position

Catholic Religious Education Substitute (Specified)

Wiesbaden - Catholic

Substitute in Catholic religious education classes

Position Type Ongoing position

Posted 6/16/2017

Duties Catholic Religious Education (CRE) provides children with an essential element of religion in accordance with AR 165-1, para 2-3.a.

CRE is for children aged 3-10 years old and adolescents 10-18 years old.

All volunteers will work under the Supervision of the Garrison Chaplain through the Director of Religious Education (DRE) and Sponsoring Chaplain. Curriculum and resources will be approved and/or provided by the Garrison Chaplain's Office.

CRE Volunteer Substitutes are SPECIFIED VOLUNTEERS who will:

- Weekly - Assist the congregation in building mentoring relationships between children and adults and in promoting advertising of CRE program.
- Biweekly (or weekly) - Work with the Sponsoring Chaplain and Director of Religious Education to plan, prepare and implement a CRE class as appropriate.
- Biweekly (or weekly) - Lead children/adolescents in music, lessons, and activities which teach CRE. The classes may be made of smaller age spans. The volunteer will clean classroom following the event and notify DRE or Chaplain of supply/resource needs.
- Monthly - Organize and maintain activity kits for children to use when in intergenerational CRE.
- Semiannually - Participate with the congregation's children in a periodic activities planned by the Garrison RE Coordinating Council.
- Annually - Attend RE Volunteer Leadership Training planned by the IMCOM-Europe RE Working Group.

May also serve on Garrison RE Coordinating Council.

CRE Substitutes will record, and report to their supervisor, their voluntary service either in VMIS or using DA Forms 4713 and 4162.

CRE Substitutes will never be alone with a child. 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 CRE Substitutes include:

- Attend this Garrison congregation's worship at least twice monthly
- Knows Catholic teaching/tradition on scripture and worship
- Practices worship and public speaking
- Shares Catholic faith in reading and music
- Willingness to work with 3-10 yo children
- 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 CRE Substitutes will sign annual disclosure statements and attend annual training as required in this Position Description.

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 CRE Leader Training

Other training may include:

- IMCOM-Europe CARE Center Volunteer Training.
- Catholic and/or academic children's ministry 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.

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 CRE 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 4-5 hours per week to include:

- Congregational coordination.
- Engagement with children and congregation.
- 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 CRE Program measured by recorded and reported volunteer service.

- Fulfillment of CRE Volunteer Leader duties measured by feedback from congregation and families.
- Communication and coordination with Garrison Chapel staff and other CRE Volunteers measured by feedback from Garrison Chapel leaders.
- Compliance with Army regulations regarding religion, child 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 CRE Leader does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to CRE Volunteer Substitutes include:

- personal religious education and faith development as a Catholic through chapel engagement and leadership.
- experience in planning and leading CRE experiences for children.
- personal religious education about scriptures and worship.
- professional growth through training and program leadership.
- enhanced resilience through interpersonal and religious support.

Address

USAG Wiesbaden Chaplain's Office
Wiesbaden
APO, Armed Forces Europe

Contact Person

Sponsoring Chaplain
(314) 548-5176

AVC Coordinator