

# AVC Volunteer Position

## Children's Church Volunteer Assistant, Catholic

Ansbach - Catholic

Summary - Assist religious education about worship for children during congregational worship.

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.

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.

CC Volunteer Assistants are NON-SPECIFIED VOLUNTEERS who will:

- Serve under constant Line of Sight Supervision (LOSS) when the service is with children (0-18yo) who do not have parents in the room.
- Weekly - Assist the congregation in promoting advertising of CC program.
- Biweekly (or weekly) - Assist CC leader with children (3-10 year olds) in music, lessons, and activities which teach Catholic worship and practice. The classes may be made of smaller age spans.
- Monthly - Organize and maintain Worship Bags for children to use when they are congregational worship.
- Semiannually - Participate with the congregation's children in a periodic activities planned by the Garrison CC Coordinating Council.
- Annually - Attend CC Volunteer Leadership Training planned by the IMCOM-Europe CC Working Group.

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

CC Assistants will never be alone with a child (0-18 years old). All service will be under LOSS, IAW SOPs established by the Office of the Chief of Chaplains. All programs will have at least 2 vetted adults attending. CC Assistants do not serve on overnight events.

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

No

Qualifications

Qualifications for CC Assistants include:

- Attend this Garrison congregation's Mass at least 2x/month
- Knows Catholic teaching/tradition on Mass
- Practices worship and public speaking
- Shares Catholic faith in reading/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. Valid documentation on file at the Garrison Chaplain's office.

Because of the Non-Specified designation of this PD, child protection background checks are not conducted, but the

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volunteer will serve under LOSS when with children whose parents are not in the room.

- All CC Assistants will sign annual disclosure statements and attend training required in this PD

Involves working with children or youth on a short term basis. Volunteers working with children or youth on a short term basis are not required to have a background check but must be under line of sight supervision (LOSS) by an individual who has a completed full background check (Installation Records Check IRC and NACI and SCHR) and can never be left alone with children.

Training

Required training includes:

- Annual Chapel Child Protection Training
- Annual CC Volunteer 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.

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Orientation

Annual CC Assistant 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 2-3 hours per week to include:

- Engagement with children and congregation.
- Assistance in programs.
- Training.
- Travel to/from CC programming.

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Evaluation	<p>Evaluation is ongoing by the Garrison Chaplain through the DRE and Sponsoring Chaplain.</p> <p>Evaluation standards include:</p> <ul style="list-style-type: none"><li>- Demonstrated commitment to the Catholic CC Program measured by recorded and reported volunteer service.</li><li>- Fulfillment of CC Volunteer Assistant duties measured by feedback from congregation and families.</li><li>- Communication and coordination with Garrison Chapel staff and other CC Volunteers measured by feedback from Garrison Chapel leaders.</li><li>- Compliance with Army regulations regarding religion, child protection, and safety measured by chapel records.</li><li>- Personal development measured by attendance at and completion of training opportunities.</li></ul> <p>If the Garrison Chaplain determines that a CC Assistant does not comply with requirements, then the volunteer will be terminated from service.</p>
Benefits	<p>Benefits to CC Volunteer Assistants include:</p> <ul style="list-style-type: none"><li>- personal religious education and faith development as a Catholic through chapel engagement and leadership.</li><li>- experience in assisting Catholic worship experiences for children.</li><li>- personal religious education about scriptures and worship.</li><li>- professional growth through training and program leadership.</li><li>- enhanced resilience through interpersonal and religious support.</li></ul>
Address	<p>USAG Ansbach Chaplain's Office Ansbach APO, Armed Forces Europe -----</p>
Contact Person	<p>Sponsoring Chaplain (314) 467-2544</p>
AVC Coordinator	<p>----- (Insert name) ----- (Insert CIV phone) (314) 467----- (Insert DSN) ----- (Insert AVCC email)</p>