

AVC Volunteer Position

Children's Church Volunteer Leader, Catholic

Ansbach - Catholic

Summary - Provide religious education about Catholic worship for children during congregational Mass

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 Leaders are SPECIFIED VOLUNTEERS who will:

- Weekly - Assist the congregation in building mentoring relationships between children and adults and in promoting advertising of CC program.
- Biweekly (or weekly) - Work with the Sponsoring Chaplain and Director of Religious Education to plan, prepare and implement a Children's Church class for 3-10 year olds as appropriate.
- Biweekly (or weekly) - Lead 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. The volunteer will clean classroom following the event. Notify Chaplain Sponsor of supply/resource needs.
- 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.

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- Annually - Attend CC Volunteer Leadership Training planned by the IMCOM-Europe CC Working Group.

May also serve on Garrison CC Coordinating Council.

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

CC Leaders 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 CC Leaders 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.

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- 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.

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.
- 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 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.

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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">- Demonstrated commitment to the Catholic CC Program measured by recorded and reported volunteer service.- Fulfillment of CC Volunteer Leader duties measured by feedback from congregation 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 protection, and safety measured by chapel records.- Personal development measured by attendance at and completion of training opportunities. <p>If the Garrison Chaplain determines that a CC Leader does not comply with requirements, then the volunteer will be terminated from service.</p>
Benefits	<p>Benefits to CC Volunteer Leaders include:</p> <ul style="list-style-type: none">- personal religious education and faith development as a Catholic through chapel engagement and leadership.- experience in planning and leading Catholic worship 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	<p>USAG Ansbach 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>