

AVC Volunteer Position

Extraordinary Minister (Non-Specified Volunteer)

Wiesbaden - Catholic

Extraordinary Ministers (EM) assist the ministering of the Eucharist.

Position Type Ongoing position

Posted 6/21/2017

Duties Catholic Mass is an essential element of religion. It is a mission critical portion of the Commander's Master Religious Program in accordance with (IAW) Army Regulation 165-1, para. 2-3.a.

Worship is for all ages of authorized and assigned Soldiers, Civilians, and Dependents.

Volunteer EMs support the worship of a chapel congregation providing support to Chaplains and Chaplain Assistants. EM distribute Holy Communion.

All volunteers will work under the Supervision of the Garrison Chaplain through the Sponsoring Chaplain. Resources will be approved and/or provided by the Garrison Chaplain's Office.

EMs are NON-SPECIFIED VOLUNTEERS who will:

- Coordinate this position with other volunteers so that someone is in each worship service.
- Serve under the instruction of the priest
- Dress conservatively and reverently for Mass.
- Assist Chaplain in order of service
- Arrive 30 minutes before the service and stay 30 minutes after, to walk through and check chapel before and after.
- Assist in the Mass as required.
- Assist setting up Mass IAW regulatory guidance.
- Distribute elements of communion.
- Eucharistic Ministers will consume any remaining Precious Blood and return the chalices to the altar for the celebrant to purify.
- Attend required training.

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

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EMs will never be alone with a child (0-18 years old). Children normally attend worship with their parents. All service with children will be IAW SOPs established by the Office of the Chief of Chaplains. Volunteer EMs do not serve on overnight events. Individuals otherwise required to perform duties only under LOSS may perform duties without LOSS supervision if interaction with the child occurs in the presence of the child's parent or guardian or is necessary to prevent the death of or serious harm to the child, and supervision is impractical or infeasible (for example, medical emergency or emergency evacuation of a child from a hazardous location).

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 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

EM qualifications include:

- Attendance at this Mass at least 2x/month.
- Knowledge of Catholic requirements.
- Compliance with Catholic requirements.
- Ability to listen to instruction and implement duties.
- Patience, courtesy, and outgoing nature.
- Ability to respond to needs of officiant.
- Completed background check if required.
- Assist Chaplain and Chaplain Assistant in the Religious Support Emergency Preparedness Plan.
- Written parental permission is required for Lectors who are under 18 yo.
- Each Army chapel volunteer will serve after completing basic volunteer documentation as provided and filed by the Garrison Chaplain's Office. For statutory volunteers, use DA Form 2793. Unless VMIS is used, DA Forms 4162 and 4713 are required. For other voluntary service, see Office of the Chief of Chaplains' SOPs. This PD is Non-Specified; child

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protection background checks are not conducted, and EM serves under LOSS when with children whose parents are not present.

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 EM Training
- Annual Chapel Volunteer Training

Other training may include:

- IMCOM-Europe CARE Center Volunteer Training.
- Annual Chapel Child Protection Training
- Catholic and/or academic worship leadership 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 EM 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 2-5 hours per week to include:

- Engagement with congregation.
- Preparation and support of Mass.
- Training.
- Travel to/from chapel programs.

Evaluation

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

Evaluation standards include:

- Demonstrated commitment to the Catholic Mass measured by recorded and reported volunteer service.
- Fulfillment of Volunteer EM duties measured by feedback

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from congregation.

- Communication and coordination with Garrison Chapel staff and other Volunteer EMs 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 an Volunteer EM does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to Volunteer EM include:

- Personal worship and faith development through chapel engagement and leadership.
- Professional growth through training and program leadership.
- Enhanced resilience through interpersonal and religious support.

Address

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

Contact Person

Chaplain Sponsor
(314) 548-5176

AVC Coordinator