

AVC Volunteer Position

Parish Council Member

Wiesbaden - Catholic

Summary - Parish Council works with the Sponsoring Chaplain for a chapel program element (congregation).

Position Type Ongoing position

Posted 5/2/2011

Duties Parish Councils (PC) volunteers assist chaplains in providing statutory religious support for a religious group and are therefore categorized as providing an essential element of religious support in accordance with AR 165-1.

Chapel programs are for all ages (children, youth, and adult).

The PC is an advisory group made of representatives from this religious group. The PC works under the supervision of the Garrison Chaplain and Sponsoring Chaplain. These volunteers attend monthly Parish Council meetings and take a leadership role in events and information of the congregation.

Each PC volunteer will be connected with a chapel congregation providing point of contact and leadership inside that congregation's structure.

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

The Chair is a NON-PECIFIED VOLUNTEER who will:

- Weekly - Assist the Garrison Chaplain and congregation Sponsoring Chaplains in promoting advertising of the chapel program.
- Biweekly (or weekly) - Provide assistance to other chapel programs for their events.
- Monthly - Planning a fun and fellowship activities for the congregation.
- Quarterly - Plan events which enhance spiritual resilience and meet the needs of the religious group as established by the Endorsing Agency.
- Quarterly - Review the congregation's budget, and work within

the requirements of AR 165-1 and the Commander Master Religious Support Program.

- Annually - Attend PC Leadership Training.

May also serve on IMCOM-Europe Working Group.

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

Volunteer will never be alone with a child or youth. All programs will have at least 2 vetted adults attending. Unless with written permission from the Garrison Chaplain and consideration of AT/FP, all chapel events will be on the installation.

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

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

Credential or License Required

No

Qualifications

Qualifications for PC Volunteers include:

- Attendance at this Garrison congregation's worship at least twice a month.
- Demonstrated leadership abilities and understanding of Army PCs.
- Demonstrated active faith commitment.
- 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.
- All PC Volunteers will sign annual disclosure statements and

attend annual training as required in this Position Description.

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 PC Volunteer 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 PC 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 congregation and community.
- Preparation and leadership of programs.
- Training.
- Travel to/from chapel programming.

Evaluation

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

Evaluation standards include:

- Demonstrated commitment to the chapel program measured by recorded and reported volunteer service.
- Fulfillment of duties measured by feedback from the congregation and participants.
- Communication and coordination with Garrison Chapel staff

and other 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 PC Volunteer does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to PC Volunteer 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.
- increased skills in problem-solving and team-building. L
- opportunities to receive mentorship from the Chaplain and provide mentorship to other chapel participants.

Address

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Contact Person

Sponsoring Chaplain
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AVC Coordinator