

AVC Volunteer Position

Usher / Greeter / Offering Counter, Non-Specified Volunteer

Wiesbaden - Catholic

Ushers / Greeter / Offering Counter assists with Mass, assisting participants and managing the chapel entrance area.

Position Type Ongoing position

Posted 5/9/2011

Duties Worship 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 Ushers / Greeter / Offering Counters (Usher) support the worship of a chapel congregation providing support to Chaplains and Chaplain Assistants. Ushers welcome and assist attendees.

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.

Ushers are NON-SPECIFIED VOLUNTEERS who will:

- Coordinate this position with other volunteers so that someone is in each worship service.
- Greet attendees as they arrive.
- Assist Chaplain and lay leader/lay reader in order of service
- Arrive 30 minutes before the service and stay 30 minutes after, to walk through and check chapel before and after.
- Fold bulletins/flyers and hand out to attendees.
- Greet people as they arrive to Mass; assist with seating.
- Contribute to the reverent quiet.
- Enlist those who will carry the gifts to the altar.
- Assist Chaplain Assistants in collection and counting offering IAW regulatory guidance.
- Assist setting up and implementing Mass.
- Count attendees turning in number to Chaplain Sponsor or Chaplain Assistant.
- Be at the door to wish all a pleasant good bye.
- Check the chapel for articles left behind.

- Attend required training.

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

Ushers 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 ushers 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.

Credential or License Required No

Qualifications

Qualifications for Ushers include:

- Attendance at this congregation's mass at least twice a month.
- Knowledge of Catholic worship requirements.
- Ability to listen to instruction and implement duties.
- Patience, courtesy, and outgoing nature.
- Ability to respond to needs of worship leader.
- Completed background check for assisting offering count.
- Assist Chaplain and Chaplain Assistant in the Religious Support Emergency Preparedness Plan.
- Written parental permission is required for Ushers 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, this includes 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 protection background checks are not conducted, and the usher serves under LOSS when with children whose parents are not in the room.

Training

Required training includes:

- Annual Usher Training
- Annual Offering Counter 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

Orientation

Annual Usher 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:

- Congregational coordination.
- Engagement with congregation.
- Preparation and support of worship services.
- Training.
- Travel to/from worship services.

Evaluation

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

Evaluation standards include:

- Demonstrated commitment to the congregational worship measured by recorded and reported volunteer service.
- Fulfillment of Volunteer Usher duties measured by feedback from congregation.
- Communication and coordination with Garrison Chapel staff and other Volunteer Ushers 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 Volunteer Usher does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to Volunteer Ushers 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

Sponsoring Chaplain
(314) 548-5176

AVC Coordinator

DRAFT