

Volunteer Ministry Position Description

Volunteer Ministry Position: Faith Formation Classroom Assistant (CA) for Grades 1 – 6

Purpose: To assist and support the Catechist and/or assist a particular child who has developmental disabilities to participate more fully and learn in an Elementary Faith Formation class.

Responsible to: Coordinator of Grades 1 – 6 Faith Formation

Responsibilities:

- Be a caring, supportive, Catholic role model
- Attend required catechist and classroom assistant meetings and trainings
- Assist the catechist in classroom management, materials distribution, taking attendance, and, as requested, by reading a story, leading a game, parent/guardian communication, etc
- Mutually agree with the catechist on how responsibilities for classroom management will be shared
- Read and follow all communication from the coordinator in a timely fashion
- Report 15 – 30 minutes before session start to the Work Room in the Education Center office
- Before class, safety-check classroom. After class, pick up room, turn out the lights, and close the door
- Follow all Faith Formation polices, guidelines, procedures, and duties (see your folder)
- Greet and welcome the children and parents as they arrive for class
- Be present with your class at and participate in all large group or special gatherings during class
- Participate in Family Faith Nights (FFN): *Parent CA = Classroom Assistant with children in the Gr. 1-6 program
 - *Parent CAs: Attend parent and family sessions; a FFN CA t will assist in your class
 - *Non-parent CAs: Assist in the classroom; Take children to and assist with the family session
- Contact the coordinator in advance if you are unable to come for a scheduled class
- Seek to grow and learn through continuing education programs and personal formation
- Communicate with the coordinator about concerns regarding children, program, or facility
- Be conscious of student allergies and special needs as noted on the class list and student forms
- Report suspected child neglect or abuse to the coordinator and appropriate authorities confidentially
- CAs for Level 2 or Discover: Assist with sacramental parent meetings, retreat, rehearsals, & celebrations

Qualifications/Skills:

- Practicing Catholic (attending Sunday Mass weekly, etc) who desires to nurture children in the faith
- Be current on safe environment requirements: **Adults (Age 18+)**: Background check, VIRTUS training, code of conduct, and mandatory reporting; **Minors (Age 13-17)**: Two reference letters, Guidelines and Boundaries (GB) training, and code of conduct
- Prompt, reliable, organized, flexible, patient, friendly, welcoming, and possessing a sense of humor
- Willing and able to work with others in the catechetical mission of the church
- Love of children and ability to work and relate well with them, including those with special needs
- Desire to learn and grow in the Catholic faith
- Helpful, but not mandatory: Teaching experience or leadership with children

Time Required:

- Approximately 23 sessions per school year, 1.25 hour each
- Catechist and Classroom Assistant Trainings and Meetings: 4 - 5 per year, 1.25 – 2 hours each
- New CAs: Mandatory VIRTUS training (3 hours) or GB training; New catechist orientation and training.
- All CAs: Adult: Online VIRTUS refresher training every 3 years: Minors: GB training review annually.

When and Where: Tuesdays, 6:00 – 7:15 pm or Wednesdays 5:00 – 6:15 pm; or 6:45 -8:00 pm,
in the St Vincent de Paul Education Center

Training/Support Provided:

- Mandatory: VIRTUS training or GB training for new classroom assistants; Online VIRTUS refresher training every 3 years or GB training review annually
- Planning helps from print and web materials
- Smart board training and PowerPoint slides to use with the lesson plans in the catechist manual
- Weekly *Catechist Notes* and regular catechist and classroom assistant meetings and trainings
- Ongoing and seasonal ideas/supports (craft ideas, videos, story time, visits from priests, etc)
- Parish adult and youth faith formation opportunities
- Personal and professional support of the coordinator regarding your questions, ideas, planning, etc

Length of Commitment: September through April

Last Reviewed: August 2, 2017