

### 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 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 and VIRTUS and Code of Conduct and Mandatory Reporting trainings; **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) and online Code of Conduct/Mandatory Reporting training (1 hour); or GB training; New catechist orientation and training.
- All CAs: Adult: Online VIRTUS and Code of Conduct/Mandatory Reporting refresher training every 3 years. Minors: GB training review annually.

**When and Where:** Tuesdays, 6:00 – 7:15 pm or Wednesdays 5:30 – 6:45 pm in the St Vincent de Paul Education Center

#### Training/Support Provided:

- Mandatory: VIRTUS and Code of Conduct/Mandatory Reporting training or online trainings refresher every 3 years or GB training annually
- Planning helps from print and web materials; smart board training and PowerPoint slides to use with the lesson plans
- 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 7, 2018

**“It was not you who chose me, but I who chose you.” John 15:16**