

## Volunteer Ministry Position: Faith Formation Family Faith Night Office Aide

**Purpose:** To provide office support and a safe, welcoming environment during Grades 1 – 6 Faith Formation classes on Family Faith Nights.

**Responsible to:** Coordinator of Grades 1 – 6 Faith Formation and Faith Formation Resources Coordinator

### Responsibilities:

- Read and follow all communication and work direction from the coordinator in a timely fashion.
- Report 15 – 20 minutes before session start to the office/work room on scheduled days or evenings.
- Follow and complete the “Faith Formation Office Aide Checklist” each week.
- Welcome families, catechists, etc., as they stop in/arrive and help them get their questions answered.
- Assist catechists and classroom assistants with finding supplies, copying, taking children to the restroom, etc.
- Record attendance accurately and manage the office binder.
- Assist with telephoning absentees (adults only), sorting and preparing materials, copying, etc.
- Fill in as hall monitor or classroom assistant as needed and appropriate during class.
- Follow all Faith Formation policies, guidelines and procedures, especially safety and emergency procedures. (See folder.)
- Stay 15 minutes after class to assist with classroom/building checking, locking, cleanup, late pickup, etc.
- Before you leave, check out with and inform the coordinator of anything that needs addressing and work completed.
- Contact the coordinator well in advance if unable to come for your scheduled session.
- Seek to grow and learn through continuing education programs and personal formation.
- Communicate with the coordinator about concerns regarding children, program or facility.
- Report suspected child neglect or abuse to the coordinator and appropriate authorities confidentially.

### Qualifications/Skills:

- 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, friendly, welcoming, and able to work with others in the catechetical mission of the church.
- Love of children/youth and ability to relate well with them, including those with special needs, and their parents, catechists and other assistants
- Ability to direct others in a warm and welcoming manner yet be firm when necessary.
- Helpful, but not mandatory: Teaching or leadership experience with children.

### Time Required:

- Assist on monthly Family Faith Nights, for approximately 5 – 7, 1.25 hour sessions plus at least 15 minutes before and after class
- New FFN Office Aides: Mandatory VIRTUS training (3 hours) and Code of Conduct/Mandatory Reporting training or GB training; New catechist orientation and training.
- All FFN Office Aides: Adult: Online refresher trainings every 3 years: Minors: GB training annually.

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

### Training/Support Provided:

- Orientation from the Coordinator, staff, and/or other Office Aide on the first night of service
- Map of the facility, a list of classes and their room numbers, and Emergency Procedures
- **Adults:** Mandatory VIRTUS and Code of Conduct/Mandatory Reporting training for new office aides; Online refresher trainings every 3 years; **Minors:** GB training annually
- *Weekly Catechist Notes*
- Personal and professional support of the coordinators regarding your questions, ideas, etc.

**Length of Commitment:** September through April

**Last Reviewed:** August 7, 2018