

### Volunteer Ministry Position: Faith Formation Weekly Hall Monitor

**Purpose:** To provide a safe, nurturing environment for children during Faith Formation classes.

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

#### Responsibilities:

- Read and follow all communication 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 Hall Monitor Checklist” each week
- Welcome families as they arrive and help them find their children’s rooms.
- Follow all Faith Formation policies, guidelines and procedures, especially safety and emergency procedures. (See folder.)
- Assign one hall monitor to monitor the parking lot from the front sidewalk before, at the beginning/end of, and after class.
- Monitor and walk the halls before, during, and after class, especially observant of entrances, restrooms and isolated areas.
- Be attentive to and watch for catechist needs and offer assistance as needed, especially with taking children to restroom.
- Check in periodically with Office Aides and offer assistance as needed.
- 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 to be addressed
- 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.
- On Family Faith Nights: \*Parent Hall Monitors =Hall Monitors with children in the Gr. 1 – 6 program
  - \*Parent Hall Monitors:
    - Assist before and after class as usual;
    - Assign 2 Hall Monitors/Office Aides total to assist in Regan Hall and to supervise children of volunteer ministers and take them to the classroom;
    - Attend parent and family sessions during class.
  - \*Non-parent Hall Monitors: Act as Family Faith Night (FFN) Hall Monitor per its description

#### Qualifications/Skills:

- Be current on background check and VIRTUS and Code of Conduct and Mandatory Reporting trainings
- 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 weekly, or other agreed frequency, for approximately 23, 1.25 hour sessions per school year plus at least 15 minutes before and after class
- New Hall Monitors: Mandatory VIRTUS training (3 hours) and online Code of Conduct/Mandatory Reporter training (1 hour)
- All Hall Monitors: Mandatory online refresher trainings every 3 years.

**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:

- Orientation from the Coordinator, staff, and/or other Hall Monitor on the first night of service
- Map of the facility, a list of classes and their room numbers, and Emergency Procedures
- Mandatory VIRTUS and Code of Conduct/Mandatory Reporter trainings for new hall monitors; Online refresher trainings every 3 years
- *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