

## **St. Matthew the Evangelist Faith Formation**

### **Minister Title: Faith Formation Ministers (Assistants)**

**Objective:** Faith Formation Ministers greatly assist in our mission by preparing materials for activities and sessions, reviewing materials handed in, and other office management assistance, which allows our Faith Formation Staff to focus their time and expertise in other tasks.

**Description/Responsibilities:** The tasks of Faith Formation Ministers (Assistants) will vary based on the needs of our ministry and the gifts and talents of each Faith Formation Minister. Tasks may include, but are not limited to:

- Preparing materials for FF offerings
- Reviewing and documenting materials returned by families
- Office Management Assistance: recording attendance and other data, phone calls, and collecting information

The Faith Formation Minister (Assistant) is a good role for a volunteer who wishes to assist our ministry “behind the scenes” or support our efforts without actively working with the children/teens and their families.

You may encounter information about families that is sensitive and should be kept confidential. Such information has been entrusted to you solely for your ministry with our parish.

You may be asked to retrieve supplies that are needed for your ministry. Please familiarize yourself with the supply areas of the buildings in which you are serving.

**Time Commitment:** variable, depending on the needs of the Faith Formation staff and your availability. If you are scheduled, and are unable to complete your commitment, please contact a staff member as soon as possible.

**Qualifications:** All St. Matthew the Evangelist Parish ministers (volunteers) are expected to

- have an annual CORI (background check) on file
- complete the *Protecting God’s Children* (Virtus) program
- abide by the 2021 Archdiocesan Code of Conduct (available at <https://billericacatholic.org/code/>)

**Supervision:** Faith Formation Ministers report to the Faith Formation Staff with whom they are assisting.

**Communication:** Primarily through e-mail, phone contact may be needed

### **Faith Formation Ministers (Assistants):**

- Show attention to detail and ability to follow the directions of the Faith Formation Coordinators and/or other Faith Formation Ministers.
- Assist others without needing to be asked
- Take the initiative to prepare supplies, clean areas, or other necessary activities
- Make every effort to fulfill their role in a timely and efficient manner
- Witness their faith in God to those they assist and serve