

## St. Matthew the Evangelist Faith Formation

### Minister Title: Gathering Rotating Helper

**Objective:** Gathering Rotating Helpers are adults who are helping in some capacity with our Come and See Gatherings (typically on a rotating basis, not every session). It is our hope that each Rotating Helper will be engaged in the faith formation ministry by actively assisting in the faith formation offerings.

**Description/Responsibilities:** Rotating helpers support Gatherings by assisting with an activity or service project station, running ice-breaker team building games, sharing bible stories, coordinating dramatizations, assisting with set up or clean-up of sessions, and other similar roles. Rotating helpers may participate at the same time as their enrolled child(ren) - we encourage this! Your tasks will be prepared in advance by a member of the staff or another Faith Formation Minister, and directions will be communicated to you. (You may also have the opportunity to lead an activity, if desired.)

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

*Please report anything unusual, suspicious, or problematic to a Staff member.*

**Time Commitment:** We expect all families who have registered for the Come and See Gatherings to have one adult commit to the Rotating Helper role, and this adult is expected to attend the faith formation activities to which you have committed. These commitments will likely be facilitated using Sign Up Genius online. *Please make a point of arriving early, before each activity begins.* If you will be absent, please contact a Staff member for your session at least 24 hours in advance if possible.

**Qualifications:** The following qualifications are expected of all St. Matthew the Evangelist parish ministers - as a compelled (required) adult attending with children, we cannot require, but prefer that you:

- 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://billeriacatholic.org/code/>)

**Supervision:** Rotating Helpers report to the Program Coordinator(s) for the sessions in which they are serving.

**Communication:** Primarily through e-mail, by phone if needed

#### **A Rotating Helper:**

- Follows the directions of the Staff Members leading the Gathering
- Takes the initiative to prepare supplies, clean areas, or perform other tasks as needed
- Is always with another adult and/or never alone with children that are not their own