

St. Matthew the Evangelist Faith Formation

Minister Title: Hallway Monitor

Objective: Hallway monitors help in providing a safe environment within our ministry. They also provide assistance during faith formation gatherings and events.

Description/Responsibilities: Hallway Monitors are typically assigned to a location in a building. *Please familiarize yourself with the buildings in which you are serving - locations of exterior doors, bathrooms, hallways, and other parts of the building.*

Please observe the hallways, session spaces (for example, through windows in the doors), and especially the building entrances. Please monitor students as they enter and exit the bathrooms and listen for any sounds from the bathrooms beyond ordinary use (such as mischief).

If you see an adult who is not regularly a part of our program, please introduce yourself, ask how you can help, and remain with that person until they are with another adult in the program. Please report anything unusual, suspicious, or problematic to a Staff member.

If you are sitting during most of your hall monitor role, please make a point of moving around at a couple of points during the gathering or event time.

Be mindful of other groups possibly using our buildings at the same time and be sure to maintain a safe environment boundary between the faith formation activities and any other people not associated with faith formation.

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

Time Commitment: Attend assigned faith formation activities. *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: 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: Hallway Monitors report to the Program Coordinator(s) for the sessions in which they are serving.

Communication: Primarily through e-mail, by phone as needed

A Hallway Monitor:

- Takes the initiative to introduce themselves to adults who are not known to serve with our program.
- Alerts a Coordinator to anything unusual or suspicious - i.e.: the behavior of a child or an adult, anything unusual with the building, etc.
- Is helpful to others without needing to be asked.
- May bring a personal activity (reading, work, craft, etc.) but remains vigilant and attentive to surroundings, periodically moving through the assigned area.
- Witnesses to their faith in God to those they assist and serve