



Holy Family Parish Faith Formation Religious Education Class Gatherings

Volunteer Title: Hall Monitor

Objective: Hall monitors are a significant role in our providing a safe environment within our program. They also provide helpful assistance during Religious Education class gatherings.

Description/Responsibilities: Hall Monitors are typically assigned a position either in the upper hall or lower hall.

*Hall monitors observe the hallways, classrooms (through windows in the doors), and the building entrances. They 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 you do not know, please introduce yourself, ask how you can help, and remain with that person until they are with another adult in the program.***

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

If you are in the upper hall, be mindful of which spaces are being used (usually room 9 (coat room), and perhaps the stage, upper hall, or kitchen) and what the age of the children are who are using the spaces. For example, usually Kindergarten meets in room 9, and those children may need help getting between their classroom and the bathrooms.

It is possible you may be asked to retrieve supplies that are needed in the classrooms. Please familiarize yourself with the supply areas in the Lower Lobby of Monument Hall.

Also, there is a “Next Gathering Checklist” that the **lower hall monitor** and/or the session assistant should go through each gathering.

Please report anything unusual, suspicious, or problematic to the Coordinator and/or the session assistant.

All Religious Education volunteers are expected to abide by the Archdiocesan Code of Conduct and Faith Formation Handbook.

Please see reverse side for additional information...

Time Commitment: Attend all Religious Education Class Gatherings (15 per year). *Please arrive five minutes before the gathering session begins.* Please contact the Coordinator of Faith Formation if you will be absent.

Qualifications: All volunteers with Holy Family Faith Formation programs are expected to have an annual CORI (background check) on file, as well as have completed the *Protecting God's Children* (Virtus) program.

The hall monitor is an excellent role for someone who has not volunteered with Holy Family Parish Religious Education in the past.

Supervision: All volunteers in Holy Family's Religious Education program report directly to the Coordinator of Faith Formation.

Communication: Primarily through e-mail

A Good Hall Monitor:

- Brings something to read but does not read it the entire time
- Is helpful to others without needing to be asked
- Takes the initiative to introduce themselves to adults who are not known to volunteer with our program.
- Alerts the Coordinator or session assistant to anything unusual or suspicious - whether the behavior of a student or an adult, as well as the building