

# NEWMAN CENTER AT UB

## MEMORANDUM

TO: FAITH SHARING HELPERS

FROM: Nancy Whelan, Faith Sharing Coordinator

DATE: September 2009

SUBJECT: General Announcements for Upcoming Faith Sharing Session

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First and foremost, THANK YOU for volunteering to be a Faith Sharing Helper. Please read the following the information, which should answer most questions that most Helpers are asking.

1. Helpers are needed in all rooms for a variety of reasons and are an integral part of our Faith Sharing Program. Helpers assist Leaders with the following functions, so that the Leader can focus on a valuable lesson for the week in the short period time allowed:
  - a. Take attendance
  - b. Gently help children stay focused as needed
  - c. Help students get safely to / from their class areas
  - d. Fill in as Leader, if needed
  - e. Help with clean up of the class areas
2. Protecting God's Children Workshop – You are welcome to attend this workshop at any time. It is very informative.

3. The following new procedures are in place, which follow guidelines from the Protecting God's Children Workshop. Please help us to satisfy the valuable requirements of our church and diocese.
  - a. **Grades Pre-K through 4** will need to have 2 Helpers in the room each week. A student who needs to use the rest room or be returned to church must have two adults accompany them.
  - b. **Grades 5 through 9** will need to have at least one Helper in the room each week. A student who needs to use the rest room or be returned to church must have one adult and one other adult or student with them.
  - c. In simple terms, please be sure no student is alone with an adult at any time. At the same time, it is very important that our students are not allowed to walk the building alone. It is not a secure building and the hallways can be confusing.

We greatly appreciate all you do and your understanding of the changes that are necessary to our Faith Sharing Program. We are once again delighted to offer this program to our parish families. It could not happen without YOU! Please call with any questions or concerns you may have.

Nancy Whelan, Faith Sharing Coordinator  
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