

NEWMAN CENTER FAITH SHARING GENERAL INFORMATION

1. **Appreciation** – Everyone helping with Faith Sharing in any way is a volunteer and very much appreciated. Helpers are necessary in all classes.
2. **Room Assignments** – Please check the Room Board for changes each Sunday on your way in to Mass. It is very important that the correct rooms or areas be used as assigned to comply with the building rules and allow for our continued use. There may be times that your regular room appears to be available, but is not according to the building manager.
3. **Room Clean Up** – We strive to leave the rooms in the same order as we found them. Again, this will allow for our continued use. There may be times that your helper may be able to return the class to church while clean up is finished. Or please see the Faith Sharing coordinator, Nancy Whelan at 983-2785, if you need assistance.
4. **Art Projects** – Art projects are fun, but please keep them simple. Glitter, liquid glue, etc. can be very difficult to clean up. For special projects, you may be able to use tables in the lobby. Please see the coordinator.
5. **Lesson Books** – Only hand out each week's lesson sheet from the lesson books. The books should stay in the bag (or the children forget to bring them). When new books are issued, please hand out the remaining partial books to the children. This will help with recycling and can be fun for the children to use.
6. **Attendance** – Attendance sheets are in this folder for weekly recording. This is a great job for the room helper, so minimal time is taken from class.
7. **Behavior** – If a child has difficulty settling down enough for you to lead the class, the helper should assist with gently reminding the child to quiet down as needed. Some children need reminders occasionally throughout the class. If the difficulty is persistent and disruptive, explain to the child that if he/she continues to distract the class, he/she will be returned to his/her parents in church by the helper. If this is unsuccessful, request the child to accompany the helper back to his/her parents in church.
8. **Rest Rooms** – The helper should accompany children to the rest room. Children should not be allowed to walk in the halls alone.
9. **Supplies** – There are extra supplies in the supply closet at the office. If you prefer, you may purchase supplies as needed and submit the receipts to the parish secretary in the office with your name and address. A check will be issued to you from the diocese, usually within a two week period. The Newman office does not have the ability to reimburse you directly.
10. **Questions** – Should you have any questions or concerns, please call the coordinator (Nancy Whelan) at 983-2785.

PLEASE LEAVE THIS SHEET IN THE FOLDER. THANKS!!!