



ST. LAURENCE LIFE TEEN CORE TEAM MINISTRY DESCRIPTION HALL MONITOR

VISION

Create and maintain a safe and courteous environment at St. Laurence Life Teen where they can know the love of Christ and to live to glorify God in all they do

REPORTS TO:

St. Laurence Catholic Church Youth Ministry Administrative Assistant

QUALIFICATIONS

- Take the online 90-minute Safe Haven Course (Link will be given out following the above mentioned initial in-person meeting) which includes having a background clearance on file

EXPECTATIONS OF A LIFE TEEN HALL MONITOR

1. Observe and keep safe your assigned part of the building, entry/exit, or parking lot
2. Walk unidentified adults to the front desk so they can check-in
3. Report anything unusual, suspicious or problematic to the front desk at X5390
4. Attend on Sunday evenings from 6-8:30 pm
5. Redirects any students who are lost or not where they are supposed to be
6. Be able to answer questions and provide information about Life Teen

BEST PRACTICES OF A SMALL GROUP LEADER

- Observe the hallway, classrooms, and building entrances assigned to
- Monitor and listen for any mischief or sounds beyond ordinary from restrooms
- If you see an unidentified adult, please introduce yourself, ask how you can help, and remain with that person until they are with another adult that you know is with the program
- Look into the classrooms, stairwells, etc. to make sure they are monitored.
- Ask Small Group Leaders if they need any supplies from the first floor workroom
- Be in contact with the Youth Ministry Admin. Assistant who is stationed at the receptionist desk and can be reached at X5390
- Read and abide by the Archdiocesan Code of Conduct and Religious Education Handbook on our parish website
- Stay in the location that you are assigned to until all youth and adults have left that area
- Check all classrooms, bathrooms, halls, and stairwells in your area and report they are clear to the Youth Ministry Admin Assistant at the reception desk before you leave
- If you bring something to read, make sure it does not prohibit or distract your monitoring duties
- Smile and greet warmly any teens, adult volunteers and parents
- Direct youth with kindness, but firmness, to the proper place/activity
- Remember and use names as much as possible
- Help guide any parents or students who look lost & Confused in the building