

UNCLASSIFIED



Volunteer Academy – Virtual Ushers

USAG Stuttgart Religious Support Office

AVC Volunteer Position

Virtual Usher, Non-Specified Volunteer
Stuttgart – All Congregations

Summary – Control entry into virtual meeting space, manage mute buttons, keep attendance, and facilitate chat area

Position Type Ongoing position

Posted 4/13/2020

Duties Worship, Religious Education, and Volunteer Training are essential elements of religion. These are a mission critical portion of the Commander's Master Religious Program in accordance with (IAW) Army Regulation 165-1, para. 2-3.a.

Army Chapel events online are for people who are authorized and assigned Department of Defense support. The Virtual Usher helps the Chaplain Sponsor ensure that attendees are appropriately associated with the installation.

These religious support events are for all ages of authorized and assigned Soldiers, Civilians, and Dependents.

Volunteer Ushers support the worship, education, and training of a chapel congregation providing support to Chaplains, Religious Affairs Specialists, and Religious Educators. Ushers welcome and assist attendees into digital meeting spaces.

All volunteers will work under the Supervision of the Garrison Chaplain through the Sponsoring Chaplain and Religious Educator. Resources will be approved and/or provided by the Garrison Chaplain's Office.

Ushers are NON-SPECIFIED VOLUNTEERS who will:
- Coordinate this position with other volunteers so that someone is in each online program.
- Greet attendees as they arrive into the virtual meeting space granting access to the room to authorized personnel. Possible questions that the Chaplain Sponsor might require for screening visitors are:
We are so glad you stopped by our group! Could you take a moment, please, to let us know how you are affiliated with our community, and under what name you have registered with our parish office? Which chapel congregation do you generally attend? If you are not a member of our community, please express the reason why you want to join our group. (As we try to protect the privacy of our members, we will decline request if any has not been answered. Thank you for understanding.)

How to Avoid ZOOM Meeting Hijackings:

- Make meetings private, not public.
- Share link with specific people, not publicly.
- Set screensharing to "Host Only."
- Use the most updated software version.

Follow the Army Operations Security (OPSEC) page

Info for family members via fb.com/USArmyOPSEC



Summary: Volunteer Virtual Ushers work under the supervision of the Chaplain Sponsor or Religious Educator to control access into the chapel program online. Their role is for security and community building like ushers at the door of chapel sanctuaries.

- Complying with Army OPSEC on ZOOM and other online platforms requires multiple leaders in each event. The Chaplain Corps capabilities are multiplied with the support of volunteers whether Religious Support is Online or in a Building.
- Virtual Ushers are statutory volunteers in accordance with AR 608-1 chapter 5. T
- The Virtual Usher Volunteer Position Description guides Statutory Volunteers' support of online programs when paired with Volunteer Agreement 2793.
- The Military Child Religion & Resilience Course had 39 participating cameras. 6 Volunteers assisted – 1 accepted each login checking identities using questions to ensure that participants are authorize and assigned Army Religious Support. 1 Managed the chat area ensuring participation. 2 took attendance getting names and email addresses of participants at each camera. 1 provided technical support. 1 facilitated interactive conversations.

