

Name of Group/Ministry	PARISH SCREENING COMMITTEE COORDINATOR
Accountability	Pastor
Purpose of Ministry	In addition to the general tasks of a Screening Committee Member, the Coordinator is to liaise with the pastor and the Archdiocesan Risk Management Coordinator in the implementation of the Volunteer Screening Initiative and to coordinate the Screening Committee's activities. The purpose of this initiative is to ensure the safety of all vulnerable people to whom we minister, to safeguard our volunteers and our parish resources.
Participant Group	Parish volunteers
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ To learn the Archdiocesan policies and the procedures for screening volunteers, initiate the screening process as per the procedures manual ▪ To organize meetings for the screening committee ▪ Keep the pastor and the Archdiocesan Risk Assessment Coordinator informed of the parish's progress, complete the annual parish progress report ▪ Coordinate with the screening committee and the pastor, to ensure the proper storage of all documentation of screening records and files ▪ Determine the level of risk in each ministry and suggest ways of reducing them when feasible ▪ Assign a level of trust to ministry positions ▪ Ensure that each person completes a Volunteer Information Form, conduct and document interviews, follow-up on references and police records checks ▪ implement the ongoing screening measures and dismissal policies, provide support where needed ▪ Address any problems that arise from the evaluations and participant follow-ups ▪ Keep the manual updated ▪ Attend all training sessions and workshops provided by the Archdiocese
Skills and Qualifications	<ul style="list-style-type: none"> ▪ A practising Catholic and/or a parishioner who supports Catholic values ▪ Responsible, trustworthy, reliable and flexible ▪ Skilled at organizing, interviewing and listening ▪ Able to maintain confidentiality ▪ Work well within a team structure ▪ Have some volunteer experience
Time Commitment	Approximately 10 hours per month to begin the process, later 4-6 hours per month
Duration	Two years renewable
Orientation and Training	The Archdiocesan Risk Management Coordinator provides orientation and training
Support	The Pastor and the Office of Risk Management provide ongoing support
Supervision	The Screening Committee is responsible to the pastor or his delegate
Evaluation	The evaluation of the screening committee is the responsibility of the pastor. The Risk Management Coordinator, in consultation with the pastor, is responsible for evaluating the Parish's Volunteer Screening program
Risk Assessment	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B, C ▪ Sign the <i>Oath of Confidentiality and Ministry Covenant</i>, ▪ Receive <i>Guidelines for Parish Volunteers</i> ▪ Interview, Reference checks, and Police Records Check ▪ Orientation and training ▪ Supervisory checks and evaluations



Name of Group/Ministry	PARISH SCREENING COMMITTEE MEMBER
Accountability	Pastor
Purpose of Ministry	To assist the pastor and the screening committee coordinator in the implementation of the Volunteer Screening Initiative. The purpose of this initiative is to ensure the safety of all vulnerable people to whom we minister, to safeguard our volunteers and our parish resources
Participant Group	Parish volunteers
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ To learn the Archdiocesan policies and the procedures for screening volunteers, initiate the screening process as per the procedures manual ▪ With the ministry leaders, develop position descriptions ▪ Determine the level of risk in each ministry and suggest ways of reducing them when feasible ▪ Assigning trust levels to positions ▪ Ensure that each person completes a Volunteer Information Form, conduct and document interviews, follow-up on references and police records checks ▪ Implement the ongoing screening measures and dismissal policies, provide support where needed ▪ Address any problems that arise from the evaluations and participant follow-ups ▪ Attend all training sessions and workshops provided by the Archdiocese ▪ Assist, as required, in keeping the policy/training manual updated
Skills and Qualifications	<ul style="list-style-type: none"> ▪ A practising Catholic and/or a parishioner who supports Catholic values ▪ Responsible, trustworthy, reliable and flexible ▪ Skilled at organizing, interviewing and listening ▪ Able to maintain confidentiality ▪ Work well within a team structure ▪ Have some volunteer experience
Time Commitment	Approximately 10 hours per month to begin the process, later 4-6 hours per month
Duration	Two years renewable
Orientation and Training	The Archdiocesan Risk Management coordinator provides orientation and training
Support	The Pastor and the Office of Risk Management provide ongoing support
Supervision	The Screening Committee is responsible to the pastor or his delegate
Evaluation	The evaluation of the screening committee is the responsibility of the pastor. The Risk Management coordinator, in consultation with the pastor, is responsible for evaluating the Parish's Volunteers Screening programme
Risk Assessment	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B, C ▪ Sign <i>Oath of Confidentiality and Ministry Covenant</i> ▪ Receive <i>Guidelines for Parish Volunteers</i> ▪ Interview ▪ Reference checks ▪ Police records check ▪ Orientation and training ▪ Supervisory checks and evaluations