

Parish Volunteer Screening Committee Member

➤ **Overview**

The Parish Volunteer Screening Committee screens parish volunteers and ensures that all reports and documents are given to the Parish Volunteer Screening Coordinator.

➤ **Activities/Responsibilities**

- Determine the level of risk of the ministry positions in the Parish
- Work with the leaders of each specific Parish Ministry to develop ministry descriptions using resources provided by the Human Resources Department at the Catholic Pastoral Centre.
- Screen all parishioners who are engaged in general and high risk ministry positions by using the appropriate screening procedures
- Work with the Parish Volunteer Screening Coordinator
- Use the 10 Safe Steps for screening all parishioners in volunteer positions at the Parish Attend the necessary learning session(s) facilitated by the Human Resources Department to become knowledgeable of Parish Volunteer Screening Program procedures and learn the skills of efficient and effective screening.
- Regularly reports to the Pastor/Pastoral Team and the Human Resources Department at the Catholic Pastoral Centre.

➤ **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is a good listener, effective communicator, and has good organizational skills
- Must have the ability to keep information strictly confidential.
- Has experience in Parish Ministry as a volunteer.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is able to collaborate well with others and enjoys teamwork.
- Responsible, flexible, reliable, trustworthy
- Is able to work well with others on confidential and sensitive issues.
- Is well respected within the community

➤ **Orientation and Training**

Must attend learning session(s) facilitated by the Human Resources Department at the Catholic Pastoral Centre.

➤ **Participant Group**

Parishioners engaged in ministry within the Parish community and other Parish Volunteer Screening Committee Members

➤ **Support, Supervision, and Evaluation**

The Parish Volunteer Screening Committee and each of its individual members are directly responsible to the Pastor.

The Pastor/Pastoral Team is the first level of support, supervision and evaluation.

The Human Resources Department is available for consultation and will assist the Pastor/Pastoral Team with evaluating the process of implementing the Parish Volunteer Screening Program

➤ **Length of Ministry Appointment**

Two year term

➤ **Benefits and Working Conditions**

Will have an impact on the quality of screening and protection of the vulnerable and those that provide care particularly within the parish and more generally within the Archdiocese of Toronto.

Will develop leadership and facilitation skills.

Will acquire specialized screening knowledge.

Good training & experience for those seeking advancement in the fields of Volunteer Administration and Human Resources.

This is a volunteer position which requires a time commitment of two evenings per month.

Must be able to attend the orientation session and learning session(s) offered in the evening or on Saturdays.

➤ **Screening Measures**

This is a High risk position.

Completion of a Volunteer Information Form is required.

An interview and personal reference checks will be conducted by the Pastor.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Parish Volunteer Screening Committee Member currently practiced within the Archdiocese of Toronto.

Prepared by: Archdiocese of Toronto