

Parish Volunteer Screening Coordinator

➤ **Overview**

Coordinate the Parish Volunteer Screening Program at the Parish with the Pastor, the Parish Volunteer Screening Committee, the leaders of each specific parish ministry and the Human Resources Department at the Archdiocese of Toronto. The Parish Volunteer Screening Coordinator ensures the appropriate management of all screening documentation.

➤ **Activities/Responsibilities**

- Participates as a member of the Parish Volunteer Screening Committee with all the responsibilities of that ministry position.
- Liaises with the Parish Volunteer Screening Committee and the Coordinators of each specific parish ministry regarding the collection of screening documentation for all volunteers.
- Provides progress reports to the Pastor and to the Human Resources Department at the Archdiocese of Toronto.
- Assists Parish Volunteer Screening Committee in the carrying out of their responsibilities.
- Ensures the appropriate screening documentation of all volunteers in general and high risk ministry positions.
- Links between the Parish and the Human Resources Department regarding progress reports, program management and support.
- Manages and secures all Parish Volunteer Screening files.
- Attends learning session(s) facilitated by the Human Resources Department at the Archdiocese of Toronto for information regarding the administrative functions of this position.

➤ **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.
- Has good leadership and facilitation skills.
- Must have the ability to keep information strictly confidential.
- Experience in Parish Ministry as a volunteer.
- Appointment to this ministry by the Pastor.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- 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 Archdiocese of Toronto. Sessions will be held in a variety of areas around the Archdiocese.

➤ **Participant Group**

Parish Volunteer Screening Committee Members, Ministry Coordinators, parishioners engaged in ministry within the Parish community.

➤ **Support, Supervision, and Evaluation**

The Parish Volunteer Screening Coordinator is 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**

This position may be filled by either a parish volunteer or a paid staff person requiring a time commitment of two evenings per month.

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 further develop leadership and organizational skills.

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

Must be able to attend the orientation session and learning sessions 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 Coordinator currently practiced within the Archdiocese of Toronto.

Prepared by: Archdiocese of Toronto