

Strengthening the Caring Community

- Step 10, Participant Follow-Up Procedures -

Regular ongoing contact with program participants and family members helps to ensure that our parish ministry programs remain safe and of high quality. Such monitoring can also act as an effective deterrent to someone who might otherwise do harm and go undetected.

It is vital that the parish let all volunteers know that regular contact with program participants and families is part of your Parish Volunteer Screening Program and is not meant to be personal or to reflect negatively on anyone.

Responsibility for Participant Follow-Ups

The Parish Volunteer Screening Committee Coordinator is responsible for ensuring that Ministry Leaders/Coordinators conduct Follow-Ups regularly and that the necessary forms are available.

With whom is a Participant Follow-Up required

Participant follow-ups are required for high risk parish ministries, more importantly with focus for those dealing with home visits and/or ongoing participants or where the supervisor is rarely present during the ministry.

How are Participant Follow-Ups done

The Participant Follow-Up Report form must be completed by;

- Mail,
- Phone, or
- In person (at the parish or at the place the ministry is done).

Action to be taken

- Ministry Leader/Coordinator will monitor high risk ministry positions by checking once a year on participant satisfaction with regard to the level of service received.
- Ministry Leader/Coordinator will conduct participant follow ups, using the Participant Follow-Up Report form.
- Parish Volunteer Screening Committee Coordinator keeps a timeline ensuring that Ministry Leaders/Coordinators are conducting participant follow-ups at least once a year for ALL high risk ministries.
- Participants are contacted for their input and documented using the Participant Follow-Up Report.
- ***The Reports are reviewed by the Ministry Leaders/Coordinators and outstanding issues must be followed up.***
- Report is filed appropriately in a files organized by Ministry Program Title.
(Filing system is administered by the Parish Volunteer Screening Committee Coordinator)