

Strengthening the Caring Community

- Step 4, Volunteer Information Form Procedures -

Responsibility for Volunteer Information Forms

The Parish Volunteer Screening Committee Coordinator is responsible for ensuring that there is an adequate supply of forms for all volunteers.

You may print copies of the forms online from our website or contact us directly.

Who will complete a Volunteer Information Form

All parishioners who are engaged in parish volunteer ministry positions and every parishioner that wishes to volunteer in a parish ministry position must complete a Volunteer Information Form. Those under 18 years of age must complete the appropriate Volunteer Information Form.

Incomplete Volunteer Information Forms

The original printed Form must be complete in its entirety before a person can begin their duties.

Actions to be taken

- The Parish Volunteer Screening Committee will supply the Volunteer Information Form.
- The Parish Volunteer Screening Committee will then collect the Volunteer Information Form and ensure they are appropriately filed.

*** For High Risk positions, advise the volunteers of the possible sources as references.**

They include:

- Friends
- Neighbors
- Work Associates/ Employers
- Teachers & Coaches
- Medical Practitioners & Other Professionals
- Family Members (only 1)

NOTE: Pastors, other Clergy and members of the Pastoral Team should not be used as references