

Strengthening the Caring Community

- Step 5, Interview Procedures -

Responsibility for Interviews

The Parish Volunteer Screening Committee is responsible for conducting interviews

Who will be Interviewed All parishioners engaged in high risk volunteer ministry positions

The Interview

- Have at least two members of the Parish Volunteer Screening Committee conduct each interview. Plan ahead of time, how questions will be divided between the two interviewers.
- Have the completed Volunteer Information Form handy.
- Interviews should be conducted at the Parish. Establish a safe environment.
- All interviews must be conducted In-Person.
- Explain the interview process to the person.
- Describe the ministry specifically, using the Ministry Position Description.
- Describe the screening procedures that must be conducted for this position.
- Use only the official Archdiocese of Toronto forms to document the person's responses as the interview is being conducted
- Keep these forms in confidential files.

“Dos” of Interviewing

- Do maintain confidentiality of the all responses; these may only be discussed with the Pastor.
- Do use the official Archdiocese of Toronto forms.
- Do assure the person that their comments are important in the process.

”Don’ts” of Interviewing

- Don't avoid doing an interview for a high risk volunteer ministry position!
- Don't omit questions because of your own embarrassment.
- Don't make biased assumptions or rush through an interview.

Closing the Interview

- Allow the person to ask any questions that might arise for them at the end of the interview.
- Summarize what was discussed.
- Clarify what needs to happen next
- Thank the person for coming in.
- Give out the Strengthening the Caring Community Guidelines for Parish Volunteers Booklet.

What to do After the Interview

- Discuss the interview with the other interviewer and have interview notes filed.
- Continue with the next Steps in the Screening Program.