

## Strengthening the Caring Community

### - Step 9, Supervision and Minister Review Procedures -

#### **1. Supervision**

The nature of supervision will be more intensive with high risk ministries in order to ensure that people are not left alone in situations that could compromise their integrity. This process is designed to encourage and support the ministry of the volunteer.

#### **What is involved in Supervision**

This involves the Ministry Coordinator or a more “senior or experienced” person in the ministry spending time with the volunteer as they are doing their ministry. If a volunteer and a participant are usually alone together, it is appropriate and necessary for the Ministry Coordinator to conduct random spot checks by visiting the location where they are together and spending time observing. It should be made clear when the person joins a ministry that supervision in the form of visits and spot checks would be conducted.

#### **2. Review**

Observations should be systematically recorded using the Self Review for Parish Ministers form to include feedback on gifts, skills, strengths and challenges. By instituting a review process, the volunteer’s ministry service can be observed on an ongoing basis.

#### **With who is Supervision and Review required**

Supervision and Review is required for all parish ministry positions.

- High risk ministry volunteers will complete a Self-Review at least once a year.
- General risk ministry volunteers will complete a verbal Review based on the length of their term in the position, to discuss how their ministering has been thus far and to determine if they want to continue with the ministry

#### **In completing the Self-Review, Volunteers must:**

1. Review the Ministry Position Description.
2. Provide any new information regarding address/phone number/emergency contact info. if needed.
3. Complete the Self Review for Parish Ministers form.
4. Address areas covered on the Self Review form as clearly and accurately as possible.
5. Discuss with her/his Supervisor.
6. Have the Supervisor complete the comments area of the Self Review if there are any comments to me made.

Ministry Leader/Coordinator/Supervisor must:

1. Ensure that all their Volunteers receive and complete a Self Review form at the proper time.
2. Complete section of the Self Review form designated for them and discuss with volunteer.
3. Give the completed and signed form to the Parish Volunteer Screening Committee Coordinator for filing.
4. Identify for Pastor any areas of concern regarding the ministry or any of the volunteers.

Parish Volunteer Screening Committee must:

1. Ensure that all Ministry Leaders/Coordinators receive and complete a Self Review form at the proper time.
2. Complete the section of the Self Review form designated for them and discuss the review with the Ministry Leaders/Coordinators.
3. File the form appropriately

Also, the Parish Volunteer Screening Committee Coordinator must:

4. Monitor the schedule to ensure that Ministry Coordinators/Leaders are conducting Reviews for their volunteers at the appropriate time.
5. Supply and file the Self Review forms as appropriate.

Pastor must:

1. Ensure that all Parish Volunteer Screening Committee Members receive and complete a Self Review form at the proper time.
2. Complete the section of the Self Review form designated for them and discuss the review with the volunteer.
3. Have the completed and signed form filed appropriately.