



**Ministry Position:**      **Key Holder/ Electronic Passcode Access to Parish Property**

**Date Last Reviewed:**    **July 2019**

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**◆ Position Overview**

The Key Holder is entrusted with access to parish property and is accountable for access to the parish facilities. The purpose of a Key Holder is to ensure a safe environment. Pastors may determine the level of access to the parish property and entrust individuals with the key/passcode to certain points of entry. Only the Pastor can authorize access to the property.

**◆ Activities/Responsibilities**

- Retain the key/electronic fob given him/her by the Pastor in a safe location
- Use discretion when disclosing that he/she has access to parish property
- Not give or lend their key/electronic fob to anyone without the express prior permission of the Pastor
- Not duplicate a key without the Pastor’s permission
- Not disclose/share their electronic passcode with anyone without the express prior permission of the Pastor
- May have access to alarm systems at the parish property

**The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.**

<b>Other specifics:</b>
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**◆ Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church in good standing
- Must be 18 years of age or older
- Has been registered with the parish for at least 2 years
- Knows the procedures and who to contact should an emergency occur
- Reports the loss of a key/electronic fob forthwith to the Pastor.



### ◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to the parish community
- Needs to be a person of integrity
- Known to be a trustworthy person
- Exercises prudence when/if alone on church property
- Honest, dependable, and able to maintain strict confidentiality

### ◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

### ◆ **Orientation and Training**

Standard parish orientation program, including AODA training.

### ◆ **Participant Group**

Parishioners and volunteers who participate in Ministries scheduled during off-hours.

### ◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

### ◆ **Length of Ministry Appointment**

The Pastor may revoke a volunteer's privilege to have access to parish property at any time.

### ◆ **Benefits and Working Conditions**

- Will be able to access meeting rooms, kitchens, halls, Perpetual Adoration Chapels, and other areas during off-hours without inconveniencing the Pastor
- Must be able to attend the orientation session and training sessions as required



Archdiocese  
of Toronto

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.*

This Ministry Position Description accurately reflects the ministry of **Key Holder/Electronic Passcode Access to Parish Property** currently practised at, \_\_\_\_\_ Parish.

**Pastor's Signature**

PASTOR NAME

**Parish Volunteer Screening  
Coordinator's Signature**

COORDINATOR NAME

**Date**

**Prepared by: Archdiocese of Toronto, Volunteer Screening Department**