



Ministry Position: Parish Volunteer Screening Committee Member

Date Last Reviewed: July 2019

◆ Position Overview

The Parish Volunteer Screening Committee screens parish volunteers and ensures that all reports and documents are given to the Pastor or Parish Volunteer Screening Coordinator. Supports Pastor and Coordinator with in-person interviews, reference checking process and any additional administrative tasks related to the screening process as necessary.

◆ Activities/Responsibilities

- Work with the Parish Volunteer Screening Coordinator to prepare photocopies of screening forms for prospective volunteers
- Provide support with interview process taking notes where necessary
- Provide support with reference checks via telephone or via mail follow up
- Assist with additional administrative tasks (i.e. sending fax or email to screening company if necessary for applicants using paper consent forms)
- Work with the leaders of each specific Parish Ministry to vet the Standardized Ministry Position Descriptions or create when needed new Ministry Position Descriptions using resources provided by the Volunteer Screening Program
- Use the 10 Safe Steps for screening all parishioners in volunteer positions at the Parish
- Screen all parishioners who are engaged in general and high risk ministry positions by using the appropriate screening procedures
- Become knowledgeable of the Volunteer Screening Program procedures and learn the skills of efficient and effective screening
- Regularly report to the Pastor/Pastoral Team and the Volunteer Screening Program at the Archdiocese of Toronto

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.

Other specifics:
•
•
•



◆ **Skills, Experience and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age
- Has been registered with the parish for at least 2 years
- Has effective communication skills and good organizational skills
- Must have the ability to keep information strictly confidential
- Has experience in Parish Ministry as a volunteer

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is able to collaborate well with others and enjoys teamwork.
- Responsible, flexible, reliable, trustworthy
- Is able to work well with others on confidential and sensitive issues.
- Is well respected within the community

◆ **Screening Requirements**

*Pastor may select any volunteer that is most suited to this position. Some parish locations may have staff support the Pastor, provided the individual is the suited to the role; this is left to the Pastor's discretion.

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**

Receives training via workshops facilitated at the Catholic Pastoral Centre or is trained by the Parish Volunteer Screening Coordinator, and a copy of the manual.



◆ **Participant Group**

Parish Screening Committee Members, Ministry Coordinators, parishioners engaged in ministry within the Parish community.

◆ **Support, Supervision and Evaluation**

The Parish Volunteer Screening Coordinator is the first level of support, supervision and evaluation. The Volunteer Screening Advisor is available for consultation. They will assist the Pastor/Pastoral Team in evaluating the process of implementing the Parish Screening Program.

◆ **Length of Ministry Appointment**

Two (2) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will have an impact on the quality of screening and protection of the vulnerable and those that provide care particularly within the parish and more generally within the Archdiocese
- Will further develop leadership and organizational skills
- Good training & experience for those seeking advancement in the fields of Volunteer Administration and Human Resources
- Must be able to attend the orientation session and learning session(s)

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 **Parish Volunteer Screening Committee Member** 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