

MINISTRY POSITION DESCRIPTION

Name of Group/Ministry	PARISH SCREENING COORDINATOR
Accountability	Pastor
Purpose of Ministry	In addition to the general tasks of a Screening Committee Member, the Coordinator is to liaise with the pastor and the Archdiocesan Risk Assessment Coordinator in the implementation of the Volunteer Screening Initiative and to coordinate the Screening Committee's activities. The purpose of this initiative is to ensure the safety of all vulnerable people to whom we minister, to safeguard our volunteers and our parish resources.
Participant Group	Parish volunteers
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ To learn the Archdiocesan policies and the procedures for screening volunteers, initiate the screening process as per the procedures manual ▪ To organize meetings for the screening committee ▪ Keep the pastor and the Archdiocesan Risk Assessment Coordinator informed of the parish's progress, complete the annual parish progress report ▪ Coordinate with the screening committee and the pastor, to ensure the proper storage of all documentation of screening records and files ▪ Determine the level of risk in each ministry and suggest ways of reducing them when feasible ▪ Assign a level of trust to ministry positions ▪ Ensure that each person completes a Volunteer Information Form, conduct and document interviews, follow-up on references and police records checks ▪ implement the ongoing screening measures and dismissal policies, provide support where needed ▪ Address any problems that arise from the evaluations and participant follow-ups ▪ Keep the manual updated ▪ Attend all training sessions and workshops provided by the Archdiocese
Skills and Qualifications	<ul style="list-style-type: none"> ▪ A practising Catholic and/or a parishioner who supports Catholic values ▪ Responsible, trustworthy, reliable and flexible ▪ Skilled at organizing, interviewing and listening ▪ Able to maintain confidentiality ▪ Work well within a team structure ▪ Have some volunteer experience
Time Commitment	Approximately 10 hours per month to begin the process, later 4-6 hours per month
Duration	Two years renewable
Orientation and Training	The Archdiocesan Risk Assessment Coordinator provides orientation and training
Support	The Pastor and the Office of Risk Assessment provide ongoing support
Supervision	The Screening Committee is responsible to the pastor or his delegate
Evaluation	The evaluation of the screening committee is the responsibility of the pastor. The Risk assessment coordinator, in consultation with the pastor, is responsible for evaluating the Parish's Volunteer Screening program
Risk Assessment	HIGH TRUST

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Screening Procedure

- Receive a position description
- Complete forms A, B, C
- Sign the *Oath of Confidentiality* and *Ministry Covenant*,
- Receive *Guidelines for Parish Volunteers*
- Interview, Reference checks, and Police Records Check
- Orientation and training
- Supervisory checks and evaluations