

## MINISTRY POSITION DESCRIPTION

<b>Name of Group/Ministry</b>	<b>PARISH SCREENING COMMITTEE MEMBER</b>
<b>Accountability</b>	Pastor
<b>Purpose of Ministry</b>	To assist the pastor and the screening committee coordinator in the implementation of the Volunteer Screening Initiative. 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
<b>Participant Group</b>	Parish volunteers
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ To learn the Archdiocesan policies and the procedures for screening volunteers, initiate the screening process as per the procedures manual</li> <li>▪ With the ministry leaders, develop position descriptions</li> <li>▪ Determine the level of risk in each ministry and suggest ways of reducing them when feasible</li> <li>▪ Assigning trust levels to positions</li> <li>▪ Ensure that each person completes a Volunteer Information Form, conduct and document interviews, follow-up on references and police records checks</li> <li>▪ Implement the ongoing screening measures and dismissal policies, provide support where needed</li> <li>▪ Address any problems that arise from the evaluations and participant follow-ups</li> <li>▪ Attend all training sessions and workshops provided by the Archdiocese</li> <li>▪ Assist, as required, in keeping the policy/training manual updated</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A practising Catholic and/or a parishioner who supports Catholic values</li> <li>▪ Responsible, trustworthy, reliable and flexible</li> <li>▪ Skilled at organizing, interviewing and listening</li> <li>▪ Able to maintain confidentiality</li> <li>▪ Work well within a team structure</li> <li>▪ Have some volunteer experience</li> </ul>
<b>Time Commitment</b>	Approximately 10 hours per month to begin the process, later 4-6 hours per month
<b>Duration</b>	Two years renewable
<b>Orientation and Training</b>	The Archdiocesan Risk Assessment coordinator provides orientation and training
<b>Support</b>	The Pastor and the Office of Risk Assessment provide ongoing support
<b>Supervision</b>	The Screening Committee is responsible to the pastor or his delegate
<b>Evaluation</b>	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 Volunteers Screening programme
<b>Risk Assessment</b>	HIGH TRUST

## MINISTRY POSITION DESCRIPTION

### Screening Procedure

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