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- Children’s Liturgy Volunteer
- Choir Director or Children/Youth
- Extraordinary Eucharistic Minister to the Sick
- Youth Group Leader
- Youth Ministry Coordinator
- St. Vincent de Paul

Medium Risk

- Parish Finance Committee
- Pastoral Council
- Collection Counter

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BISHOP OF HAMILTON

September 7, 2012

Dear friends in Christ,

Thank you for your interest in serving in the Diocese of Hamilton. It is important for you to know that we are doing everything to assure a safe environment for children and vulnerable adults in all of our parishes and in our diocesan programs.

We are blessed with a large number of clergy, staff and volunteers who assure that those who benefit from our services are treated kindly and respectfully.

Our Screening Program helps us to assure that you are protected, as are those you serve. The program was initiated several years ago, and has undergone regular review and updating. I offer my thanks to those who serve on parish and diocesan screening committees. You make the program work.

I am grateful for the openness of clergy, staff and volunteers to make this program work well, thus promoting a safe environment for all.

Sincerely in Christ and Mary Immaculate,

(Most Rev.) Douglas Crosby, OMI
Bishop of Hamilton.

DIOCESAN POLICY

In the Diocese of Hamilton, many volunteers serve in positions of trust. The screening of volunteers helps to create and maintain a safe environment for all volunteers as well as those to whom they minister. In order to ensure that all concerned are protected, the following policies are to be observed.

Implementation

1. The Catholic Bishops of Ontario have asked that screening be initiated in every diocese in the province. Bishop Crosby has mandated that the screening of volunteers be implemented in every parish in the Diocese of Hamilton.
2. All volunteers, both those serving at present and those seeking to do so, are to be screened.
3. All volunteers are to be screened according to the procedures and instructions presented in the diocesan manual.
4. Standardized forms, provided by the Diocese, are to be used in the implementation of a uniform screening process.
5. Pastors are to establish volunteer screening committees. A screening committee ranges from a minimum of two to a maximum of five people.

Position Descriptions

6. A position description outlines the responsibilities and duties of the volunteer as well as the screening measures to be applied.
7. The basic outline for position descriptions is to follow the same format across the diocese. Position descriptions are to be reviewed at least once a year. If there is a change to the position description before the end of the year, then the revision to the position description should be made at that time.
8. Position descriptions for ministries that involve children and youth under 16 must include under Skills and Qualifications “knowledge, understanding and compliance with the “Child and Family Service Act”, and comply with the reporting abuse procedures outlined in the “Screening In Faith, Guidelines for Volunteers”.

Determining the Risk

9. All positions within a given ministry are to be assessed for the level of risk involved. The level of screening of a volunteer position must meet the level of risk associated with that ministry. When there is doubt as to the level of risk, a position will be deemed to be the higher risk.
10. All ministries that involve children and youth under 18 are to be considered high risk.
11. Volunteers who are active in more than one ministry are to be screened for the position with the highest level of risk. When the volunteer moves from a low risk position to a higher risk level, he or she is to be screened again according to the higher risk level.

Forms

12. Each volunteer is to complete a volunteer information form or for low risk ministries parishes may use the Parish Registration Form
13. For low risk ministry positions, the ministry leaders or coordinators of the particular ministry are to be responsible for the completion and collection of these forms.
14. For medium and high risk positions, the screening committee is responsible for the completion and collection of all applicable forms.
15. All forms are to be maintained in a confidential, locked file in the parish.

Interviews

16. An interview is to be conducted for all volunteers in medium and high risk positions.
17. A minimum of two people from the screening committee conduct the interview.
18. A record of the interview is to be documented and kept in the volunteers' confidential file.

Reference Checks

19. At least two reference checks are to be conducted by the screening committee for all volunteers in medium and high risk positions.
20. The volunteer is to sign a consent form permitting the screening committee to contact the references. Only the persons named as references are to be contacted.
21. The result of a reference check is to be documented and kept in the volunteers' confidential file.
22. In situations where a doubt arises as to the suitability of a person for a ministry, the pastor is to make the final decision.

Police Records Checks

23. A police records check, with vulnerable sector screening, is required for all volunteers in high risk positions. There are now three levels of Police Checks (see Section 8) which may be used for screening purposes. The Vulnerable Sector Screening check is ONLY to be used for volunteers working with children, teens and seniors.
24. The original police records check must be presented at the time of screening. It is to be acknowledged, recorded and returned to the Volunteer. We DO NOT keep copies of the Police Check.
25. Police records checks are to be reviewed by the screening committee and/or Pastor. Any record check with concerns must be brought to the Pastor.
26. If the volunteer decides not to present the Police Records Check to the screening committee, the parish cannot accept this volunteer for a high risk position.
27. A criminal conviction does not automatically exclude an applicant from volunteering in a particular ministry. Only convictions which would be directly relevant to the position applied for would prevent the applicant from volunteering in the position. Only the pastor can determine if the volunteer can be accepted.
28. If a police records check reveals a criminal record, convictions, pending charges, ongoing investigations, relevant occurrence report, probation, prohibition, any judicial orders, or presents any cause for concern, the Diocesan Screening Office must be informed and consulted before the volunteer is accepted.
29. The Diocese of Hamilton does not assume the cost of conducting a police records check for the police departments that charge for this service. Individual parishes may make the decision to assume this cost.
30. A volunteer who leaves a high risk ministry for one year or longer is required to provide a new police records check.
31. A new Police Records Check must be completed every 5 years.
32. Offence Declarations (see form 6.1070) are to be completed in the third year after the Police Records Check for volunteers involved in high risk ministries. They are to be treated as confidential and stored with the Volunteer file

Record Keeping and Confidentiality

33. Personal information obtained either verbally or in writing will be kept confidential.
34. Information gathered for the purpose of screening is accessible only to the volunteer applicant, the pastor and the parish screening committee members. Information is to be kept in a secured filing system in the parish.
35. The list of current volunteers in each ministry is to be updated at least once a year.
36. The files of current volunteers should be reviewed annually to find out if the information is correct. The volunteers or the ministry leaders are responsible for informing the screening committee of any changes in personal information and changes in ministry(s).
37. The files of the volunteers that are no longer volunteering, are to be pulled from the active files, dated as to the day they left active ministry (or as close to it as possible) and stored in an inactive file.

Orientation and Training

38. All new volunteers must participate in an orientation session; current volunteers who have already been trained should be encouraged to attend as a refresher for their ministry work, but the sessions should not be mandatory. The sessions are to be offered at least once a year.
39. All volunteers are to receive a copy of the "Screening in Faith-Volunteer Guidelines@". The screening committee is responsible for providing every volunteer with a copy.
40. Volunteers are to be given appropriate training to perform their duties without putting themselves or others at risk.
41. When orientation and training have been completed, the screening committee will document this on the volunteer=s file on form 6.1140

Ongoing Support & Enrichment

42. The level of support is to be based on the level of risk involved in the volunteer position.
43. The screening committees will identify current support practices and establish a process for support when necessary.
44. All emergencies or problem incidents must be reported to the Pastor (Section 5 Step 9).

Volunteers

45. Screened volunteers who transfer from one parish to another parish within the Diocese of Hamilton are to be re-screened to the appropriate level. For high and medium risk screening, one of the references is to be from the previous pastor.
46. Screened volunteers, who volunteer in more than one parish at the same time, are to submit the form, "Diocese of Hamilton, Volunteers from another Parish", in lieu of additional screening. See form 6.1120.

Reviewed and approved, September 2012
+Most Reverend Douglas Crosby O.M.I.
Bishop of Hamilton

Diocese of Hamilton

Volunteer Screening Manual

Section One – Introduction

September 2012

SECTION ONE: INTRODUCTION

Purpose

The Volunteer Screening Manual is intended to assist parishes in the effective and appropriate management of volunteers. This manual provides policies and procedures relating to the screening of volunteers together with standardized forms that are to be used for the screening process. The purpose of the screening initiative is to protect all those, and most especially the vulnerable, for whom ministry is provided. In so doing, parishes likewise fulfil their obligation to their volunteers by establishing safeguards to ensure their safety and protect their reputation.

Screening Process

Screening volunteers is a process designed to create and maintain a safe environment. This process involves identifying any activity or a ministry position that could place children, youth or other vulnerable persons at risk of being harmed.

The screening process involves assessing risk, developing position descriptions, and subsequent training, as well as support and enrichment of those involved.

Terminology

Due Diligence

The thoroughness and care that a prudent and reasonable person is expected to use in the evaluation of risks arising from a given activity.

Duty of Care

A general principle of civil law that requires an organization to do everything it reasonably can to adopt measures that care for and protect the participants. It is the moral, legal, and spiritual obligation that is owed to another, whether it be to the volunteer or to the recipient of the volunteer=s ministry.

Participants

A generic term used to describe those who participate in programs or who receive services from ministries.

Positions of Trust

1. Situations in which someone has a significant degree of authority or decision-making power over another and/or unsupervised access to another person and to his or her property.
2. Situations which by their very nature involve the possibility of developing a close, personal relationship between individuals as in mentoring, counseling or home visitation programs.

Risk Management

Screening is an exercise in risk management. Upon an assessment of the possibilities of risk arising from programs, activities or services, steps are then taken to eliminate, prevent or minimize the risk.

Vicarious Liability

The liability an organization assumes for the actions of those who function on its behalf.

Volunteer

An individual, who chooses to undertake a ministry position or activity, provides this ministry for an individual or in the service of a parish or the diocese, freely carries out the activity and does not receive a salary or wage for this service

Position Description

A position description is a list of expectations and conditions under which a person functions as a volunteer.

Vulnerable Person

A vulnerable person is one who has difficulty protecting himself or herself from harm and is at risk because of age, disability, or other circumstances such as emotional distress due to crisis or trauma. (Children under 18 years old; Seniors 70+ years old; Handicapped/ disabled (any age); Infirm due to illness or emotional distress).

Screening Committees

Upon the recommendation and appointment by the pastor, two to five members of the parish are to serve on a screening committee. Members of the committee are to familiarize themselves with diocesan policy, the procedures for screening and are to receive the necessary training in order to undertake the task of volunteer screening.

Tasks

- together with the leaders or coordinators of each of the various ministries, develop position descriptions according to the examples presented in the manual. (see Section 7)
- determine the risk level of each of the ministries in the parish
- initiate the screening process.
- ensure that each person completes a Volunteer Information Form or that low risk volunteers are registered in the parish.
- schedule, conduct and document interviews for medium and high risk volunteers
- contact references and receive a completed Police Records Check when required
- together with the pastor, ensure the proper storage of all documentation
- be responsible for the training and implementation of the ongoing screening steps with the ministry leaders and provide support
- be familiar with the dismissal policies, provide the pastor with the necessary information and documentation when a volunteer is to be dismissed.
- keep the pastor and the diocesan screening coordinator informed of the progress of the parish and with the pastor complete the annual parish progress report.
- keep the manual updated.
- attend all training sessions and workshops provided by the diocese.

Qualifications

- a practicing Catholic
- responsible, trustworthy, reliable and flexible
- skilled at organizing, interviewing and listening
- able to maintain confidentiality
- some volunteer experience

Orientation and Training

- the diocesan screening coordinator is to provide orientation and training for all new screening committee members
- past and present committee members may help train new members

Supervision and Support

- the screening committee is directly responsible to the pastor
- the pastor has the responsibility of supporting the screening committee and ensuring that it is functioning according to Diocesan Screening Guidelines.

Risk Assessment and Screening Requirements

- members of the screening committee are to be screened by the pastor according to the procedures required for those in high risk positions

Liability Insurance

Re: Volunteer Screening Process

Statement of coverage from Catholic Mutual Canada, insurance provider for the Diocese of Hamilton:

The liability coverage afforded to the Diocese of Hamilton and administered by Catholic Mutual Canada, provides coverage to volunteers and employees responsible for the screening of other volunteers and employees and all volunteers while they are carrying out their official duties. They are insured as a protected person and afforded all defense and indemnity coverage. The certificate of coverage excludes claims made for sexual abuse.

(Excerpt from a letter written by Catholic Mutual Canada to the Diocese of Hamilton and dated March 12, 2004)

Diocese of Hamilton

Volunteer Screening Manual

Section Two – Screening Process

September 2012

SECTION TWO: SCREENING PROCESS

Volunteers

The screening requirements may vary from one volunteer position to another depending upon the level of risk associated with a particular ministry. A volunteer who is alone with a vulnerable individual, for example, necessitates a more thorough screening than does a volunteer who participates in a group setting. Nonetheless, there is always a risk. Screening begins before an individual starts volunteering and ends only after the individual leaves the ministry. The ten step process below is divided into three sections: before screening volunteers, the screening process and supporting volunteers.

Ten Step Process to Screening

Before screening volunteers:

1. Determine the risk
2. Position description
3. Recruitment process

Screening process:

4. Forms
5. Interviews
6. Reference checks
7. Police Records Checks
Record Keeping and Confidentiality

Supporting Volunteers:

8. Orientation and training
9. Supervision/Support/Enrichment
10. Participant follow-up

Diocese of Hamilton

Volunteer Screening Manual

**Section Three -
Before Screening Volunteers**

September 2012

SECTION THREE: Before Screening Volunteers

Step One: Determining Risk

The nature of the ministry and the inherent level of risks involved dictate the need for screening. Consequently, the greater the risk, the greater the degree of screening is to be completed. When in doubt as to the level of risk, a position will be categorized as high risk. The following factors that help determine the risk include; the participant, the setting, the nature of the activity and the level of supervision.

The participant

The vulnerability of the persons being served is to be taken into account. Small children, teens, the physically, or mentally challenged, and seniors are the most vulnerable. A vulnerable adult is someone who does not have full use of his or her faculties or who is experiencing the effects of trauma or abuse and is unable to function and reason clearly.

The setting

The setting is the context in which a ministry is provided. The following questions may help to establish criteria for determining the risk: Where is the activity taking place (for example, in someone's home, a parish centre, in a public or private place)? Are the participants meeting on a one-to-one basis or with others?

The nature of the activity

The relationship established between participants is important. The following questions may help to establish criteria for determining the risk: What authority (if any) does the volunteer have in a given ministry? Is the volunteer in a position to establish a close relationship with the participant (for example, as a mentor)? Is the volunteer involved with very emotional or traumatized participants? How often do the participants come together?

The level of supervision

The level of supervision may vary from one ministry to another. The presence or absence of supervision helps to determine the risk (for example, if a ministry always requires supervision and it takes place in a group setting, the risk would be lower than for an activity that has no supervision and takes place one-on-one).

Summary

- The need for screening reflects the nature of a given ministry and the inherent risks.
- The level of risk may be determined by the participants, the setting, the nature of the activity and the level of supervision.

Defining Risk Levels

Volunteer positions are to be assessed for risk according to one of these three levels:

- **Low Risk:** Volunteers who participate in a group setting, who have minimal or no contact with children or other vulnerable people, and who have minimal access to confidential information.
- **Medium Risk:** Volunteers who participate in activities that may involve contact with vulnerable people, either on a more regular basis or in a private setting but in the presence of another volunteer. Volunteers who have greater access to confidential information.
- **High Risk:** volunteers who participate in ministries that involve an on-going, intensive or lone interaction with vulnerable people, such as children and seniors; and volunteers who are in a position to exert influence over youth. It includes volunteers who have access to confidential records, the physical premises of the church and money.

Volunteers must agree to be screened according to the level of risk that is determined for the position in which they serve. Volunteers who are involved in more than one ministry are to be screened for the position with the highest level of risk. If a volunteer changes positions and assumes a ministry with a higher risk, that person is to be screened again according to the corresponding level of risk.

SPECIAL EVENTS

The only persons who are not to be considered within one of these three categories are the special event volunteers. These are volunteers who help out only for special events within the parish, (such as Fall Bazaars, Spaghetti Suppers and Bake Sales), but do not belong to a specific ministry. These volunteers should be asked to sign in, so a record of them is kept on file. The sign-in sheet (see form 6.1150) should include the name of the parish, the activity, and the date the event takes place. Volunteers are to write down their names, addresses and phone numbers. In so doing, the parish has a list it can use to ask for help in the future, and provide proof a person has volunteered.

Summary

- Volunteers are to be screened according to the level of risk that is determined for each position.
- Special event volunteers do not belong within any of the three levels of risk.

Risk Management

Risk management is a process of assessing potential problems and developing strategies for dealing with them. The following strategies are to be considered for risk management:

- **Modify the activity.**

There may be ways of changing some aspects of a ministry or activity so that it reduces the risk. This modification may involve changing the way in which something is done, where it takes place, by whom it is carried out, or it may mean that a particular aspect of an activity is to be discontinued.

- **Transfer liability.**

In some cases, a choice may be made to have someone else, an individual or organization for example, take on part of a task and assume the liability for it. This outside party is usually a company or organization that can assume the risks because it has a particular professional expertise in an area that members of the parish do not have.

- **Assume the risk.**

Having clearly identified the risks, assessed the probability of their occurrence, looked at the possible losses, and determined the consequences, a decision is then made to introduce or continue an activity or ministry and assume the risk.

- **Minimize assumed risk**

Having decided to assume the risk, consideration should be directed towards further reducing the risks. The ongoing training and supervision of volunteers are two ways of further minimizing the risk.

It is important that an ongoing effort be made to review, assess and document the steps that are being taken to reduce risk.

Risk Level Grid

	High Risk Position	Medium Risk Position	Low Risk Position
Person Being Served	Child (under 18 years old) Senior (70+years old) Handicapped/ disabled (any age) Infirm due to illness or emotional distress.	Young Adult (between 18-24)	Able-bodied adult (between 25-69 years old)
Setting	Isolated Person's home Room with doors and no windows Off-site private space Home meetings Car Tents/Cabins	Room with doors and windows	Meeting room Meeting hall Worship space/Church Off-site public space
Examples of Activities	One-on-one home visits/ instructions/counseling Overnight activity with vulnerable participants Emotional /Physical activity Handling Money Financial/confidential information	Some financial information Youth group meetings/events with several adult leaders Hospital/Nursing home visiting in pairs	Group bible study Liturgical readings Decorating the church/hall Ushering and lectoring
Supervision	Little to none No documentation of meetings/events	Occasional supervision Some documentation of meetings/events	Supervisor always present Always in large group Documentation of every meeting

Risk Levels and Applicable Procedures

The extent of the screening process varies from one level of risk to another. Some tasks, especially those associated with low risk screening, may be delegated to the coordinator or contact person of the particular ministry. Volunteers within the Diocese of Hamilton are to be screened according to the following procedures.

Low Risk Volunteers

1. receive a position description form
2. fill out a Volunteer Information Form (Form 6.1010) and/or be registered in the parish

Medium Risk Volunteers

1. receive a position description form
2. fill out a volunteer information form, a references form and a consent for reference checks form (Form 6.1010 pages 1,2,3)
3. have an interview conducted by the screening committee (Forms 6.1030-6.1040)
4. have their references checked by the screening committee (Form 6.1020)
5. receive appropriate orientation and training

High Risk Volunteers

1. receive a position description form
2. fill out a volunteer information form, a references form and a consent for reference checks form (Forms 6.1010 pages 1,2,3)
3. have an interview conducted by the screening committee (Form 6.1030-6.1060)
4. have their references checked by the screening committee (Form 6.1020)
5. provide a current police records check
6. receive appropriate orientation and training

Step Two: Position Descriptions

A Parish Volunteer Screening Committee and the leaders or coordinators of the various ministries are to develop position descriptions for every ministry within the parish. This position description identifies the level of risk, outlines the tasks of the particular ministry and sets the ground rules for the participants. Each of the position descriptions is to be dated, approved by the pastor and screening committee and updated annually.

The following outline serves as a suggested format in devising a position description.

1. **Name of Group/Ministry**
States the name of the group/ ministry.
2. **Accountability**
States from whom the volunteer is to take direction and to be accountable.
3. **Purpose of Ministry**
Explains the service that the ministry provides.
4. **Participant Group**
Outlines those to whom the volunteer ministers.
5. **Activities and Responsibilities**
Lists the expectation for the volunteer in the exercise of his or her ministry.
6. **Skills and Qualifications Required**
Identifies the characteristics and qualities required of the volunteer.
7. **Time Commitment and Duration**
Identifies the time commitment that is required and the amount of time for which a person is to serve in a given ministry (for example, two hours every week for a two year period).
8. **Orientation and Training**
Outlines the manner and extent of preparation required.
9. **Supervision/Support/Enrichment**
Outlines the support that is in place for the volunteer.
10. **Risk Assessment and Screening Procedures.**
After consultation with the ministry leader, the screening committee identifies the risk and implements the corresponding level of screening.

Summary

- Comprehensive position descriptions and risk assessments are the foundation for all screening measures.
- The position description outlines the nature of the activity, the expectations incumbent upon the volunteer, the skills required and the time commitment involved.
- The position description identifies the screening measures to be followed.

Step Three: Recruitment Process

The recruitment of volunteers is normally conducted on a less formal basis than the recruitment of employees. In a parish setting, there are ways to highlight the seriousness with which volunteer screening is being undertaken: printing or posting notices in the bulletin or hosting a ministry information day. When an individual expresses interest in volunteering for a particular ministry, provide the person with a ministry position description and the screening methods applicable for that ministry. In so doing, the individual will have a better understanding of the expectations and the role that he or she is to assume.

In order to protect all those involved in ministry (both those who minister and those to whom they minister) potential volunteers are to observe the formal screening steps mandated by the diocese. Volunteers, especially those who are in positions of trust with vulnerable people, enjoy a sacred trust and are to be screened accordingly.

Summary

- Potential volunteers are to be made aware of the screening process.
- Recruitment materials must clearly state that all applicants are to undergo appropriate screening.
- Volunteering is a ministry and as such represents a service to the people of God.

Diocese of Hamilton

Volunteer Screening Manual

**Section Four –
Screening Volunteers**

September 2012

SECTION FOUR: SCREENING VOLUNTEERS

Step Four: Forms

All volunteer forms should be kept in a secure filing system

A volunteer information form is to be completed for all ministry positions unless a parish chooses to use the parish registration for low risk screening. The completion of this form is intended to ensure that adequate records are kept. This form collects such basic information as the individual's name, address, phone number, and any previous experience as a volunteer. This form provides the screening committee with the necessary permissions, when required to conduct reference checks and police record checks. For low risk positions, only basic information is to be recorded.

For low risk positions, either the volunteer screening committee or the ministry leader is responsible for providing the volunteer with a position description and for ensuring that the necessary paper work or parish registration has been completed. This form is then to be given to the pastor or the screening committee and is to be kept in a confidential file.

For medium and high risk positions, the pastor or the screening committee is responsible for providing the volunteer with a position description and for the distribution and collection of the Volunteer Information Form 6.1010 and page 2, References. This form is to be kept in a confidential file. Members of the screening committee are then to follow up by conducting an interview, completing the reference checks and, when applicable, completing a police records check, page 3. In order to ensure that all the information has been gathered a checklist is provided on page 3 of the Volunteer Information Form 6.1010

Summary

- For those in low risk, a volunteer information form is to be completed and/or the volunteer must be registered at the parish. (excluding special event volunteers or occasional volunteers).
- For those in medium risk, an information form, a reference form and consent for reference checks form are to be completed.
- For those in high risk, an information form, a references form, consent for reference checks form and a consent for police records checks are to be completed by all regular volunteers.

Step Five: Interviews

The interview is an extremely important step in the screening process. The interview provides an opportunity to talk to the potential volunteer about his or her background, talents, skills, interests and availability. The interview also provides an opportunity to explore any serious issues that may impinge on a person's suitability for a particular ministry. During the interview, outline the responsibilities and convey the expectations of the medium or high-risk position. An interview need not be long or difficult.

Instructions regarding interviews (to be conducted by at least two people):

- establish a safe environment, free of distractions and interruptions
- explain briefly the reason for the interview
- explain the interview process to the applicant and inform the applicant that notes are being taken
- describe the ministry and its expectations using the position description,
- document the applicant's responses and keep them on file,
- ask all applicants the same basic questions to maintain consistency.

Interview questions are to encourage responses that help to evaluate

- relevant work or volunteer related experiences,
- ability to work with others,
- integrity,
- suitability,
- initiative and judgment.

The interview is to include questions directly related to risk concerns; such as an individual's attitude and interpersonal style with regard to children or vulnerable adults.

Summary

- An interview provides important information about the applicant and provides an applicant with an understanding of the responsibilities and expectations of a particular ministry.
- Interviews are required for all medium and high-risk positions.
- See Forms 6.1030, 6.1040, 6.1050 for sample questions

Step Six: Reference Checks

Reference checks are to be conducted for all those who volunteer in medium and high-risk positions. Before proceeding, obtain the written permission of the applicant. References may provide further information about the background and skills of the applicant as well as suitability of the person for ministry. Reference checks may be the most effective screening step that is undertaken during the screening process. No exceptions are to be made.

Instructions regarding Reference Checks:

- obtain a signed release form before proceeding (see Volunteer Information Form 6.1010, page 2@)
- ask the applicant to notify the reference that his or her name has been given as a reference
- initiate the conversation with a brief introduction and explain the reason for the inquiry
- verify that the person being addressed is the one whose name is presented as a reference
- upon mentioning the name of the applicant, listen carefully to the tone of the response
- inform the reference that their responses will not be made available to the volunteer without their consent
- ask the person if he or she is in a confidential setting and is able to speak freely
- describe the ministry position
- ask open-ended questions that require more than a one word response (see 6.1020)
- maintain a written record of the interview using the record of reference check form (Form@D@) and save this information in the applicant=s confidential file
- conduct more than one reference check in order to obtain a broader perspective
- the reference question form can be mailed to the reference with instructions to return it to the screening committee
- the information a reference supplies is not to be shared with the volunteer without the written permission of the reference

Summary

- All medium and high-risk positions require reference checks.
- Obtain written permission of the applicant before proceeding with a reference check.
- Reference checks provide an important source of information about an applicant.
- Use form 6.1020 for reference checks

Step Seven: Police Records Checks

A police records check is required for all positions deemed high risk. Only the applicant, the pastor and the screening committee may access the information obtained from a police records check.

If a conviction appears, the pastor is to approach the applicant and ask that he or she provide details concerning the crime committed. A conviction does not automatically preclude an applicant from being a volunteer. This decision, as to whether a conviction is a detriment to involvement in a particular ministry, belongs to the discretion of the pastor.

The process by which police departments conduct a record check varies within the diocese in terms of the procedure, cost, identification required, hours of operation and time for completion. This information is in Section Eight of this manual and can be found on the website of the particular Police Service.

See Section 8 for more details

Summary

- All volunteers in high risk positions are required to provide a police records check.
- Either the original or a signed, dated copy of the police check is to be retained in the screening files.
- The pastor is to determine whether or not an individual with a conviction may serve as a volunteer.

Record Keeping and Confidentiality

A volunteer has the right to know and to expect that the sharing of personal information remains confidential. All information gathered either in writing or verbally must always be kept in the strictest confidence. Only the applicant, the pastor and the parish screening committee members are to have access to the information gathered for the purpose of screening. A volunteer may examine his or her own file when arrangements have been made with the screening committee. The only information not available to the volunteer is the reference checks. If the volunteer makes a request to see his or her file, the reference check notes are to be removed first. The file remains the property of the parish and diocese.

Medium and High Risk volunteer files should include the following documents:

- Volunteer Information Form
- Interview notes
- Reference check notes or letters
- Screening Checklist

Note: All volunteer files and forms are to be kept in a secure filing system

Summary

- Information about a volunteer is to be held in confidence.
- Files are to be securely kept and **updated annually** while a volunteer is in a ministry position
- Files of volunteers that have ceased in ministry are to be pulled from the active files, dated and stored indefinitely in an inactive file. .

Guidelines for Declining Applicants

Grounds for declining applicants for a volunteer position include:

- unable to fulfil the time commitment of the position
- lacks the skills and qualifications required as outlined in the position description
- the pastor or a screening committee has information that would prevent the applicant from participating, such as a negative interview and/or several negative responses from the reference checks
- the applicant has information on their police records check directly relevant to the position to which they have applied
- the applicant refused to participate in the screening process

The information that a volunteer has been declined must never be made public. If there is any uncertainty about declining a volunteer, the pastor makes the final decision.

Notifying unsuccessful volunteer applicants

- When the screening committee believes that a volunteer is not suitable for a ministry position they must report their findings to the pastor and provide him with all relevant information.
- Prior to the pastor calling an unsuccessful applicant, the screening committee should review the applicant's file for their positive qualifications, as well as those areas that need further development. Whenever possible suggest to the pastor an alternate position, for which the applicant may wish to volunteer.
- The pastor or the screening committee informs the ministry leader that a particular applicant in their ministry will not be volunteering. The ministry leader is not to be told of the details as to why a particular applicant will not be volunteering in their ministry as this information is confidential.

Procedure for reassigning or removing a Current Volunteer

The removal of a current volunteer is only to be done as a last resort, when all other appropriate measures have been exhausted. The pastor is to speak in person to the volunteer. The primary emphasis when reassigning or removing a volunteer is based on the requirements of the ministry, for example: the ministry is not suited to your skills, gifts or talents.

- The pastor meets with the volunteer to discuss the problem, and places a record of the discussion in the volunteer's file.
- If the volunteer has been unclear as to the scope of his or her activities and responsibilities, reference should be made to the position description; he or she received prior to undertaking his or her duties.
- Emphasize the importance of a proper match between the skills of the volunteer and the requirements of the ministry.
- If after consultation, the problem still exists the volunteer must be told to consider a different position, or the volunteer is to be removed from volunteering within parish ministry.

Criteria for removing a current volunteer

- The volunteer poses a danger or threat to the well being of other volunteers or to people whom he or she ministers.
- The volunteer is under the influence of drugs or alcohol while performing his or her duties.
- The volunteer is deemed unsuitable for a position from information acquired through a police records check.
- The volunteer has stolen or damaged property, misused funds, equipment or materials.
- The volunteer is unreliable or incapable of performing his or her duties.
- The volunteer has disregarded the policies and procedures of his or her position.
- The volunteer refuses to submit to screening procedures, either initially or ongoing.

If a volunteer is removed, the Pastor will inform the Diocesan Screening Coordinator.

Diocese of Hamilton

Volunteer Screening Manual

**Section Five –
Supporting Volunteers**

September 2012

SECTION FIVE - SUPPORTING VOLUNTEERS

Step Eight: Orientation and Training

Orientation, training, supervision, participant follow-up and dismissal policies are ongoing screening measures. Orientation and training are the next steps in providing ongoing support and management of risk to the volunteers. Volunteers need to be given information and support as not to put themselves, the participants or the church at risk. It is dangerous to assume the risks end when a volunteer has been “screened”. The screening process is ongoing throughout the volunteers’ involvement in ministry.

Orientation

Orientation provides volunteers with information on the policies and procedures that formulate activities and responsibilities. It is important to explain the limitations and boundaries of a given ministry. Policies need to be clearly understood by all volunteers, especially when working with vulnerable participants. (Those working with vulnerable individuals will be in high risk ministries defined as ministries dealing with: Children (under 18 years old); Seniors (over 70 years old and older); Handicapped/ disabled (any age); Infirm due to illness or emotional distress, as explained on page 4, section three of manual). Volunteers must know where to obtain information or support if needed. Volunteers need to know how to respond in an emergency situation and how to report it.

It is important to note that Ministry Leaders, during their orientation, need to be aware of the dismissal policy and procedure for their particular parish. As well, they need to be made aware of the duty to report laws that are, by law, the responsibility of every person.

Policies cannot be followed if they have not been communicated. This information is to be conveyed in two ways: verbally, during an orientation session and in writing. There are two main written tools for orientation which benefit the volunteer by clearly outlining what is expected of him or her and the duty of the church to the volunteer: the position description and “Screening in Faith-Volunteer Guidelines”.

It is suggested that all volunteers are to be given a copy of “Screening in Faith, Volunteer Guidelines”.

- The screening committee is responsible for ensuring that there are sufficient copies for the parish.

- The ministry and group leaders will help the screening committees distribute the “Screening in Faith, Volunteer Guidelines” to every parish volunteer.

For new volunteers, orientation sessions are mandatory; it is suggested current volunteers also be encouraged to attend. An orientation session should be offered at least once a year. An orientation session provides volunteers with an opportunity to learn new procedures, exchange ideas and share experiences unique to a given ministry.

Training

In addition to orientation, volunteers are to receive training specific to the volunteer position. Some volunteers perform very straightforward tasks, while others carry out quite complicated or demanding ones. Volunteers must be given appropriate training to learn how to perform their activities without putting themselves or others at risk. During training, volunteers are to be informed of the limitations and boundaries. Discuss the rationale for these limits to make sure volunteers understand them. Training provides new volunteers with an opportunity to interact with current volunteers and ask questions.

Some ways to provide training:

- Pastors, parish teams or ministry leaders can provide orientation and training at the parish level (Orientation and training for a specific ministry can be done together)
- mentoring, having a current volunteer guide and coach a new volunteer
- providing volunteers with the opportunity to attend workshops outside of the parish, for example, diocesan workshops

Summary

- Orientation and training provide ongoing screening of volunteers.
- Orientation and training provide volunteers with the activities and responsibilities, limitations and boundaries, as well as support needed to fulfil the ministry.
- Upon completing orientation and training of volunteers in medium and high risk positions, the pastor, parish team or ministry leader inform the screening committee. The screening committee must document this in the volunteers' file in the Screening Checklist on page 3 of the Volunteer Information Form 6.1010.

Step Nine: On-going Support and Enrichment

Support

Support is the most effective way to maintain volunteers. Support can be provided in a variety of ways.

Examples of Support

Buddy System Provides a new volunteer with an experienced volunteer with guidance and support
Provides immediate feedback
Provides an immediate correction of inappropriate behaviour or actions

Mentoring Mentors act as a guide, coach and role model to a new volunteer
Affirms the efforts of the volunteer
Addresses any questions the volunteer may have
Provides ongoing support

Reporting of Emergency or Problem Incidents

If emergency or problem incidents arise:

- Volunteers report as soon as possible to their Ministry Leader
- Ministry Leaders, in turn, report directly to the Pastor; **or if designated** by the Pastor, to the Screening Committee
- If the Ministry Leader is unavailable the volunteer should report directly to the Pastor.

Volunteer Input

Volunteers need to know that their input is a valuable part of the ministerial work of the parish. Time to provide feedback can provide volunteers with support and a sense of achievement. In order to meet the needs of the parish community it is important to have a feedback process in place. Programs become more relevant when volunteers have an opportunity to provide feedback and suggestions; Ministry Leaders should provide for this opportunity.

Optional Feedback Questionnaire

- Allows the volunteer to express his or her satisfaction or concerns
- If used, should be given to all volunteers to complete
- Issues raised on the questionnaire should be addressed by the Ministry Leader

Summary

- On-going support is important to volunteers.
- Optional feedback questionnaires may be given to volunteers; it is strongly recommended that the process be undertaken at least once a year for high risk positions.

All information collected is to be kept confidential and used only for the purpose of volunteer screening.

Step 10: Volunteer Recognition and Appreciation

Volunteers are the lifelines of parishes. Without the time, effort and gifts of volunteers, the Church would not be able to fulfil its ministry to help those in need. It is important to recognize and show appreciation for the contributions of volunteers.

One way to let the volunteers know they have made a difference is to show appreciation for the work that they have done. Even the most unassuming volunteer wants to know that he or she makes a difference. Recognition activities provide a motivation for continuing commitment from parish volunteers. Recognition may be both formal and informal with events supported by the parish, as well as personal notes and communication from the parish team and/or the ministry leaders. Listening to volunteers, encouraging creativity and asking for feedback helps the volunteers to know they are valued for their ideas as well as their hard work.

Ideas to recognize and show appreciation to volunteers:

- Know the volunteers by name
- Thank volunteers individually and publicly (from the pulpit, at an appreciation event, in the bulletin)
- Send a thank you card (send one to the families too!)
- Phone them just to talk or thank them.
- Smile
- Give volunteers the necessary training to perform well and comfortably
- Give volunteers tasks suited to their gifts and talents
- Plan a volunteer celebration (social, retreat)
- Offer volunteers opportunities for professional development
- Create a yearbook and/or photo album for each volunteer
- Produce a video of the work done by the volunteers
- Celebrate anniversaries of a volunteer's years of service
- Provide the volunteers with coffee and treats while working
- Ask volunteers for feedback
- Give volunteers feedback

Volunteer support

Supporting volunteers demonstrates the value and respect the parishes have for them. Parishes acknowledge the volunteers as individuals, each with unique talents and gifts by placing them in positions that match their gifts and talents. Also, as people with their own lives, volunteers who appear to be suffering or in difficulty should be treated with compassion and concern. Be sure they are not overwhelmed with their home life and would like to take a break from their parish responsibilities. Ask volunteers if they feel supported in the performance of their ministry duties. It should not be assumed that a parish volunteer wants to take on more responsibilities or stay in the same ministry. Check to ensure they are not bored with their duties or would like a change. Take the time to talk to volunteers, but more important, take the time to listen. By trying to do the best to serve volunteers in ministry with care and compassion it will help them serve God with enthusiasm and love.

Volunteer support involves a variety of activities including:

- Communication among volunteers and between volunteers and staff
- Acknowledging and using volunteer input
- Keeping in touch, in some capacity, by providing some form of communication tool; for example: through newsletters, meetings, workshops and/or celebrations

Diocese of Hamilton

Volunteer Screening Manual

Section Six – Forms



Diocese of Hamilton Volunteer Information Form

Parish _____ Date: _____

Name of Ministry(s): _____

Name of Volunteer: _____

Address: _____

City: _____ Postal Code: _____

Telephone (Res): _____ E-Mail Address: _____

May we contact you at work? _____ Telephone (Bus.): _____

If you are new to the parish, what was your previous parish? _____

Number of years at current address: _____

If less than six months, please provide your previous address: _____

If you are a current volunteer with this parish, please indicate the ministries in which you have served and the dates _____

If you are a new volunteer, in what volunteer position or positions are you interested?

Why? _____

What times do you have available for volunteering?

Weekly _____ Monthly _____ Occasionally _____
Daytime _____ Evening _____ Weekend _____

Please provide details of any other volunteer experiences: _____

References

If the Ministry Position you are applying for has been identified as Medium or High Risk, please complete this page.

Provide three references: i.e. friends, professionals, work or volunteer associates, or ministry leaders (refrain from listing your current pastor). **Home phone numbers must be included with all references.** Please ensure to inform those listed as references.

Name:

Address:

City: _____ Postal Code _____

Telephone (Res): _____ Telephone (Bus): _____

Relationship to Volunteer: _____ Best time to Contact _____

Name:

Address:

City: _____ Postal Code: _____

Telephone (Res): _____ Telephone (Bus): _____

Relationship to Volunteer: _____ Best time to Contact _____

Name:

Address:

City: _____ Postal Code: _____

Telephone (Res): _____ Telephone (Bus): _____

Relationship to Volunteer: _____ Best time to Contact _____

Consent for Reference Checks

If the Ministry Position you are applying for has been identified as Medium or High Risk, please complete this section.

I, _____, authorize _____
Volunteer (please print) Parish

screening committee to contact the references I have provided to collect personal information appropriate to the volunteer position for which I have applied.

I understand that the information obtained from the reference checks will be kept in confidence.

_____ Date _____ Volunteer (please sign)

Consent for Police Records Check

If the Ministry Position you are applying for has been identified as High Risk, please complete this section.

I, _____ authorize _____
Volunteer (please print) Parish

screening committee to review and/or retain my Police Records Check appropriate to the position for which I have applied.

I understand that the information obtained will be held in confidence.

_____ Date _____ Volunteer (please sign)

Screening Checklist

For Screening Committee Use Only

After providing the volunteer with a position description of the particular group/ministry, please ensure that the following are completed.

- Volunteer Information Form Date: _____
- References Date: _____
- Consent for Reference Checks Date: _____
- Consent for Police Records Check Date: _____
- Reference Checks Completed Date: _____
- Interview Completed Date: _____
- Police Records Check Completed Date: _____

If applicable

- Orientation Date: _____
- Training Date: _____

This volunteer has met all the requirements of the Diocese of Hamilton Screening Initiative and has been accepted by the parish screening committee.

Screening Coordinator: _____ Date: _____

Pastor: _____ Date: _____



**Diocese of Hamilton
Volunteer Information Form**

Parish: _____

Name of Volunteer: (Please print) _____

Name of Ministry(s) or Group(s): _____

I hereby agree that:

- At all times while representing this Parish, I will respect and uphold our Catholic principles and standard of behaviour.
- I will not disclose confidential personal, financial or other information regarding parishioners or the general operation of the parish outside of the parish or diocesan offices.
- I have received and read the Ministry Position Description and the Screening in Faith-Volunteer Guidelines.
- I understand the responsibilities and limits of this position and agree to follow the duties and responsibilities as assigned by the ministry leader or parish team.
- I understand that I represent this Parish as a volunteer **only** when I am functioning as described in the Position Description.
- I will provide adequate notice to the parish team and ministry leader if I am leaving the ministry.
- The pastor may terminate this agreement. Normally a reason will be given.

Signature of Volunteer _____ Date _____

Signature of Authorized Parish Representative _____
(Pastor, Screening Committee or Parish Administrator)

**Diocese of Hamilton
Record of Reference Check
(Medium and high risk positions)**

Date: _____ Parish: _____

Volunteer: _____ Group/Ministry _____

Reference: _____

Telephone (Res.): _____ Telephone (Bus.): _____

Contacted by: _____

1. How long have you known the volunteer? _____

2. In what capacity do you know him/her? _____

3. What is your current relationship with the volunteer? _____

4. What are the volunteer's strengths and weaknesses in regard to working with others (specify what group the volunteer will be working with: children, seniors, vulnerable adults)?

5. How would you feel about the volunteer working one-on-one with your family members (children or elderly relatives)? _____

6. How would you describe the personality and temperament of this person?

7. How does this person handle supervision or working independently? _____

8. Is there any reason you know of why the person would not be able to perform the duties necessary for this position _____

This information is collected for parish screening purposes only. All information is kept confidential.

Diocese of Hamilton
Sample Interview Questions (general)

Date: _____ **Parish:** _____

Volunteer: _____ **Phone #** _____

Group/Ministry: _____

Interviewed by: _____

1. Have you read the ministry position description and do you have any questions about it?

2. What prompted you to apply for this position?

3. If you moved less than six months ago, please tell us why?

What expectations do you have for this volunteer position?

Have you had any previous volunteer experience? Please tell us about it. (What did you do?

What did you like about it? What didn't you like about

it?) _____

What talent or skills do you feel you bring to this position?

May we share this information with other ministry leaders?

4. Please indicate a way in which you hope to make a positive contribution in this ministry?

5. How would someone close to you describe you?

What have you done in the last year that has brought you the most satisfaction?

6. Do you have any questions or comments?

This information is collected for parish screening purposes only. All information is kept confidential.

**Diocese of Hamilton
Sample Interview Questions**

Sample Interview Questions (for volunteers working with children, teens and seniors)

Date: _____ **Parish:** _____

Volunteer: _____ **Phone #** _____

Group/Ministry:

Interviewed by: _____

1. Have you read the ministry position description and do you have any questions about it?

2. What prompted you to apply for this position?

3. If you moved in the last six months, please tell us why?

4. What expectations do you have for this volunteer position? _____

5. What talent or skills do you feel you bring to this position?

May we share this information with other ministry leaders? _____

Have you had any experience working or volunteering with children or teenagers? _____

Have you had any experience working or volunteering with vulnerable adults or senior

6. Please tell us about your experience with children, teens or seniors? (What did you do? What did you like about it? What didn't you like about it?)

7. How do you think children and teenagers should be disciplined?

8. How would someone close to you describe you?

9. Please indicate a way in which you hope to make a positive contribution in this ministry.

10. Do you have any questions or comments? _____

This information is collected for parish screening purposes only. All information is kept confidential.

**Diocese of Hamilton
Sample Interview Questions**

For Members of the Volunteers Screening Committee

Date: _____ **Parish:** _____

Volunteer: _____

Interviewed by: _____

- 1. Have you read the ministry position description and do you have any questions about it? _____

- 2. What prompted you to apply for this position?

- 3. Have you ever been involved in any activity like this in the past? _____
If yes, tell me about it. _____

- 4. What talent or skills do you feel you bring to this position? (such as patience, tolerance, reliability),

- 5. What expectations do you have for the Volunteer Screening Initiative in this parish?

- 6. Do you work well within a team structure?

- 7. Do you understand the concept of confidentiality? How does it apply to the screening initiative in this parish?

8. Please indicate a way in which you hope to make a positive contribution in this ministry.

9. What assistance of support do you think you might need to be able to carry out your ministry?

10. Will you be able to commit to the time required to do the Volunteer Screening?

11. Do you have any questions or comments?

This information is collected for parish screening purposes only. All information is kept confidential.



DIOCESE OF HAMILTON VOLUNTEER SCREENING COMMITTEE

Oath of Confidentiality

I, _____, agree that I will keep confidential any personal information
(Please print name)

about volunteers and potential volunteers, whether acquired either in verbal or written form that
comes to me as a result of carrying out my responsibilities as a member of the Volunteer Screening
Committee of _____ .
(Name of Parish)

(Screening Member's Signature)

Signed and witnessed in my presence

(Date)

(Pastor's Signature)

(This completed document is to be placed in the Volunteer Screening Committee Member's file.)



**Diocese of Hamilton
Offence Declaration**

The volunteer will complete part A or Part B

Part A No Offences

I, _____, a volunteer with _____,
(Please Print Name) (Parish Name)

do certify that since the date of the Police Record Check submitted to my parish as a condition of volunteering in a high risk ministry or group that I have not been convicted of an offence under the Criminal Code of Canada or had any negative police involvement. I acknowledge that making a false statement will be grounds for termination of my volunteer position(s) in the parish.

Volunteer's Signature: _____ Date: _____

Screening Member Signature: _____

Part B Offences to Declare

I, _____, a volunteer with _____,
(Please Print Name) (Parish Name)

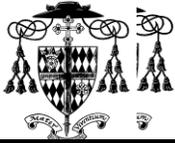
do certify that since the date of the Police Record Check submitted to my parish as a condition of volunteering in a high risk ministry or group that I have been convicted of an offence under the Criminal Code of Canada or have had negative police involvement as set out in a police records check. Please provide details of this involvement below:

I acknowledge that making a false statement will be grounds for termination of my volunteer position(s) in the parish.

Volunteer's Signature: _____ Date: _____

Screening Member Signature: _____

This information is for parish screening purposes only and will be kept confidential.



**Diocese of Hamilton
Volunteer Drivers**

Parish _____ Date _____

Name of Drive _____

Address _____

City _____ Postal Code _____

Phone Number _____ Driver's License Number _____

Driver's License Class _____ Expiration Date _____

Vehicle Make and License Number _____

Insurance Company _____ Policy Number _____

Amount of Coverage _____ Expiration Date _____

- I hereby advise that I am planning to drive occasionally as a volunteer. I have received and read the Policies for Volunteer drivers and agree to its terms.
- I have shown the parish my driver's license and insurance information.

Signature _____ Date _____

Permission from Owner of Vehicle

I hereby give permission for my vehicle to be used by _____ as a volunteer driver with _____ Parish.

Name of Owner _____ Signature _____

Volunteer drivers are advised that:

- A. They must carry valid third-party liability insurance as required under legislation in the Province of Ontario. (the amount of insurance must be 2 million or more).
- B. That the Diocesan Liability insurance comes into effect only after the volunteer driver's liability insurance has been exhausted.
- C. They must provide written notice to the parish team, with all available particulars, of any accident involving the above vehicle while serving as a volunteer for the parish.
- D. They must advise the parish team of any changes in their drivers license or insurance.
- E. The parish is not responsible for any parking tickets or traffic violations.

Policies for Volunteer Drivers

1. The minimum age for volunteer Drivers is eighteen.
2. Drivers must hold a valid Ontario Driver's Licence "G" and carry a **minimum of \$2,000,000.00** of personal liability and property damage primary insurance.
3. Drivers must consult their insurance company or check their policy before driving.
4. Drivers must complete a Volunteer's Driver Form for each driving assignment
5. The driver's vehicle must be mechanically fit with seatbelts that are in working condition.
6. The volunteer drivers can refuse to drive when the weather is inclement or road conditions are dangerous.
7. A list of passengers for each driver will be left at the parish office or with a contact person.
8. A list of passengers' names and emergency information will be given to each driver. This information is confidential and is to be kept in a safe place. Return this information to the parish when the drive is finished.
9. Permission slips must be signed by parents or guardians to allow a child or youth (under 18) to be transported by a volunteer driver.
10. Volunteer Drivers should telephone the parish or contact person if an unforeseen situation arises which will result in a major delay.

11. Drivers must not drink or have alcohol in the vehicle while carrying out their volunteer driving assignment.
12. Drivers must not smoke in the vehicle.
13. As a rule, Volunteer Drivers should drive with more than one child in the vehicle unless this cannot be avoided, ex. Low numbers of children or drives or drop off and pick up times.
14. Drivers have the right to let their passengers know if the passenger's behaviour is inappropriate.
15. Drivers shall carry no more passengers than the number of seat belts available.
16. Advise parish team/contact/ministry leader of any changes in your driving record, condition of automobile, medical health.
17. Each volunteer driver should be given a copy of this policy.



Diocese of Hamilton
Volunteer Screening Initiative

Volunteering Form-Volunteers working in more than one Parish

This form is to be completed for any current volunteer who has been screened by their home parish and is also volunteering their time, talents or gifts to another parish. In order to volunteer in more than one parish the following screening steps must be completed at the home parish and signed by the pastor.

Name of Volunteer: _____

Address: _____

Phone # (res) _____ Email _____

Parish: _____

Address and Phone # _____

The high risk level of the Diocese of Hamilton, Volunteer Screening Initiative, has been completed for this volunteer as follows:

- Has been interviewed by home parish Date: _____ By: _____
- Had reference checks completed by home parish Date: _____ By: _____
- Has given home parish a current police records check. Date: _____
- Has enclosed a copy of the police records check, signed as a true copy of the original by the parish screening committee and the most recent Offence Declaration.

I will follow the position description, guidelines and rules and agree to be trained and supervised for _____ ministry, at _____ parish.

Volunteer's Signature _____ Date _____

Pastor's Signature _____ Date _____

Parish Screening Coordinator _____ Date _____

Received by _____ Parish, Date _____

Authorized Signature: _____



**Diocese of Hamilton
Volunteer Information Form**

To: St. Vincent de Paul Society

Name of Volunteer: _____

Address: _____

Parish _____

This Volunteer has completed the screening requirements for the high risk level of screening as outlined by the Diocese of Hamilton, Volunteer Screening Initiative.

The following screening steps have been completed to the parish's satisfaction

- Completed a Volunteer Information Form and Volunteer Agreement
- Provided with a position description
- Been interviewed by parish
- Had two reference checks completed by parish
- Obtained and given parish a current police records check to parish.
Date of police records check _____
- Copy of Police check given to volunteer for St. Vincent de Paul Society.

Orientation, training and supervision will be done by the St. Vincent de Paul Society.
The St. Vincent de Paul Society will conduct a yearly evaluation.

Volunteer's Signature _____ Date _____

Parish Information

Pastor's Signature _____ Date _____

Parish Screening Coordinator _____

Parish Name, Address and Phone # _____

**Diocese of Hamilton
Volunteer Screening Initiative
Incident Report Form**

Parish: _____
Address: _____
Pastor: _____

Name of Ministry: _____
Ministry Leader: _____

Date and time of Occurrence: _____

Reported By: _____ **Tel.** _____

Location of the Incident: _____

Name of Person(s) involved _____

Summary of Incident: _____

Actions Taken: _____

Who has been notified: _____

Follow-up: _____

Completed By: (signature) _____

Date: _____

Instructions for the completion of Incident Report

1. A copy of this report is to be given to the Pastor and the screening committee within 24 hours.
2. If this incident results in the dismissal of a volunteer or a report to the police or children's aid society, notify the Screening Coordinator or the Chancellor at the Diocese office as soon as possible.
3. Serious incidents to be reported include but are not limited to:
 - Any alleged abuse to a volunteer or participant
 - Any disclosures of abuse to a volunteer
 - Any alleged abuse or mistreatment by a volunteer to another volunteer or participant
 - Any injury caused by volunteer to another volunteer or participant
 - Any injury to a volunteer or participant
 - Any acts of violence or threat or violence by a volunteer to a volunteer or participant
 - Any acts of violence or threat or violence to a volunteer by a participant
 - Any acts of destruction or theft by a volunteer or participant.

If you have any questions or concerns whether an incident needs to be reported contact your pastor, the chancellor or the diocesan screening's office.

Diocese of Hamilton

Volunteer Screening Manual

**Section Seven –
Position Descriptions**

September 2012

**Diocese of Hamilton
Position Description**

Name of Group/ Ministry	Parish Screening Committee
Accountability	Pastor
Purpose of Ministry	To assist the pastor in implementing the Diocesan Screening Initiative in their parishes. The purpose of the Volunteer Screening Initiative is to ensure the safety of all vulnerable people to whom we minister and to safeguard the integrity of our volunteers and the parish.
Participant Group	Parish Volunteers
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ to learn the diocesan policies and the procedures for screening volunteers, initiate the screening process as per the procedures in the manual ▪ determine the level of risk in each ministry and suggest ways of reducing them when feasible ▪ with the ministry leaders, develop position descriptions ▪ ensure that each person completes a Volunteer Information Form, conduct and document interviews, follow up on references and police records checks, ▪ with the pastor ensure the proper storage of all documentation of screening records and files ▪ provide training for or 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 pastor and the diocesan screening coordinator informed of the parish progress, complete the annual parish progress report ▪ keep the manual updated and attend all training sessions and workshops provided by the diocese
Skills and Qualifications Required	A practising Catholic Responsible, trustworthy, reliable and flexible Skilled at organising , interviewing and listening Able to maintain confidentiality Work well within a team structure Some volunteer experience
Time Commitment	Approximately 10 hours per month to begin the process, later approximately 4 hours per month
Duration	Two years, renewable
Orientation	Orientation and training provided by the Diocesan Screening

Training	Coordinator. The Diocesan Screening Coordinator and past and present members are to help train new members
Support & Enrichment	The Diocesan Screening Coordinator and the pastor provide ongoing support The Screening committee is directly responsible to the pastor and or parish team. Support and Enrichment activities are the responsibility of the Ministry Leader in association with the Screening Committee.
Risk Assessment Screening Procedure	High Risk Provide a Position Description form Fill out Volunteer Information Form, all pages Interview Reference checks Police records check Orientation and training

Date Approved: _____	Date Reviewed: _____
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Auditor for Marriage Tribunal
Accountability	Diocesan Tribunal Office and Parish Priest
Purpose of Ministry	To take information from witnesses for a person who has requested and annulment.
Participant Group	Anyone who has knowledge of the marriage and agrees to be a witness
Activities and Responsibilities	Schedule interviews with witnesses as soon as possible Tape the interview Mail the tapes back to the Diocesan Tribunal Office
Skills and Qualifications Required	Good interview skills Good communication, interpersonal and organizational skills Able to delve into sensitive issues Maintain confidentiality
Time Commitment	Interviews as requested by the Diocesan Tribunal Office Approximately 1-2 hours in length
Duration	Not applicable
Orientation Training	Orientation and workshops provided by the Diocesan Tribunal Office
Support	On-going support by the Tribunal Office and the Parish Priest Follow-up by Tribunal Office Diocesan Tribunal Office
Risk Assessment	High Risk
Screening Procedure	Provide a Position Description Form Fill out Volunteer Information Form, all pages Interview Reference Checks Police records check

Date Approved:	Date Reviewed:
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Altar Server Scheduling and Training
Accountability	Parish Team
Purpose of Ministry	Train and schedule Altar servers to assist at liturgical celebrations
Participant Group	Altar servers ages 9 and up
Activities and Responsibilities	Train new members Prepare and distribute schedules Facilitate yearly workshop Plan and attend appreciation activities Comply with the reporting abuse procedures as outlined in the "Screening in Faith, Guidelines for Volunteers"
Skills and Qualifications Required	Knowledge and understanding of the order of Mass Dependability Good communication, interpersonal and organizational skills Knowledge, understanding and compliance with the "Child and Family Service Act"
Time Commitment	Time required to prepare and distribute a schedule semi-annually
Duration	One hour training sessions, 3 times a year or as required 2 year term, renewable
Orientation	Provided by pastor
Training	Provided by pastor
Support & Enrichment	Parish Team Pastor Review annually
Risk Assessment	High Risk
Screening Procedure	Provide a position description form Fill out Volunteer Information Form, all pages Interview Reference checks Police records Check Orientation and training
Date Approved: _____ Date Reviewed: _____	
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Catechist for children/Youth
Accountability	Parish team and coordinator
Purpose of Ministry	Provide children and youth with catechetical instruction
Participant Group	Children and youth: ages 6-14
Activities and Responsibilities	Grade by grade presentation of Catholic teaching in a classroom setting Sacramental preparation Plan and implement parish program Follow schedule and inform coordinator is unable to attend Comply with the reporting abuse procedures as outlined in the "Screening in Faith, Guidelines for Volunteers"
Skills and Qualifications Required	Baptised, practising Catholic Work well with children Good communication, interpersonal and organizational skills Imaginative and creative Knowledge, understanding and compliance with the "Child and Family Service Act"
Time Commitment	2 hours per week
Duration	2 year term, renewable
Orientation Training	Provided by parish team and coordinator Periodic ongoing training provided by coordinator
Support & Enrichment	Parish team and coordinator Review annually
Risk Assessment	High Risk
Screening Procedure	Provide a position description form Fill out Volunteer Information Form, all pages Interview Reference checks Police records Check Orientation and training
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	

Position Description

Name of Group/ Ministry	Children's Liturgy Coordinator
Accountability	Parish Team
Purpose of Ministry	Coordinate Children's Liturgy volunteers Provide Children with liturgical readings and activities appropriate to their age
Participant Group	Children: ages 4-9
Activities and Responsibilities	Recruit, train and schedule volunteers Conduct seasonal meetings to plan liturgies Involve teenagers in a leadership role Comply with the reporting abuse procedures as outlined in the "Screening in Faith, Guidelines for Volunteers"
Skills and Qualifications Required	Baptized, practicing Catholic Work well with children Good communication, interpersonal and organizational skills Leadership skills with ability to delegate Imaginative and creative Knowledge, understanding and compliance with the "Child and Family Service Act"
Time Commitment	8 hours per month
Duration	2 year term, renewable
Orientation Training	Provided by parish team On-going training opportunities provided by the parish and/or diocese
Support & Enrichment	Ministry Leader & Parish team
Risk Assessment	High Risk
Screening Procedure	Provide a position description form Fill out Volunteer Information Form, all pages Interview Reference checks Police records Check Orientation and training
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	

Position Description

Name of Group/ Ministry	Children's Liturgy Volunteer
Accountability	Parish team and coordinator
Purpose of Ministry	Provide children with liturgical readings and activates appropriate to their age
Participant Group	Children; ages 4-9
Activities and Responsibilities	Present the word of God and Church teachings to children Attend seasonal meetings to plan liturgies Involve teenagers in a leadership role Follow schedule and inform coordinator if unable to attend Comply with the reporting abuse procedures as outlined in the "Screening in Faith, Guidelines for Volunteers"
Skills and Qualifications Required	Baptised, practising Catholic Work well with children Good communication, interpersonal and organizational skills Imaginative and creative Knowledge, understanding and compliance with the "Child and Family Service Act"
Time commitment Duration	2 hours per week, as per schedule 2 years, renewable
Orientation Training	Provided by parish team and coordinator Paired up with an experienced volunteer for ongoing training
Support & Enrichment	Ministry Leader & Parish team
Risk Assessment Screening Procedures	High Risk Provide a position description Fill out Volunteer Information Form, all pages Interview Reference checks Police records check Orientation and training
Date Approved: _____ Date Reviewed: _____	
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Choir Directors of Children/Youth
Accountability	Parish team and Music/Youth Ministry Coordinator
Purpose of Ministry	Lead children and youth choirs
Participant Group	Children's and youth's choirs
Activities and Responsibilities	Selection of music and program planning Prepare material for choir practice Lead practice once a week Direct choir during liturgy Comply with the reporting abuse procedures as outlined in the "Screening in Faith, Guidelines for Volunteers"
Skills and Qualifications Required	Musical training Knowledge of liturgy Work well with children and youth Good communication and organizational skills Knowledge, understanding and compliance with the "Child and Family Service Act"
Time commitment	Rehearsal: 2 hours per week
Duration	Mass and other liturgies as required
Orientation Training	2 year term, renewable
Support & Enrichment	Provided by parish team Participation at liturgy seminars
Risk Assessment	Ministry Leader & Parish team
Screening Procedures	High Risk
	Provide a position description Fill out Volunteer Information Form, all pages Interview Reference checks Police records check Orientation and training
Date Approved: _____ Date Reviewed: _____	
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Collection Counters
Accountability	Pastor
Purpose of Ministry	To count money from Mass collections and to record envelopes
Participant Group	Parish
Activities and Responsibilities	Two or more individuals per team Count money from weekly collections Record envelop contributions on appropriate ledgers Make up deposit slips and prepare cash for deposit
Skills and Qualifications Required	Accounting skills Able to work as part of a team Honesty and confidentiality
Time commitment Duration	2 hours per week, as per schedule 2 year term, renewable
Orientation Training	Provided by the pastor
Support & Enrichment	Ministry Leader & Parish Team
Risk Assessment	High Risk
Screening Procedures	Provide a position description Fill out Volunteer Information Form, all pages Interview Reference checks Police records check Orientation and training

Date Approved:	Date Reviewed:
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Extraordinary Eucharistic Minister to the Sick
Accountability	Parish team and coordinator
Purpose of Ministry	Bring the Eucharist and the prayerful support of the parish to the infirm and shut-ins
Participant Group	Infirm and shut-ins
Activities and Responsibilities	Meet with the infirm and the shut-ins on there homes (or nursing homes) Follow the schedule provided and find a replacement when unable to fulfil duties Inform coordinator of visits Maintain confidentiality
Skills and Qualifications Required	Baptised, practising Catholic Patient and dependable Good listening skills
Time commitment Duration	2 hours per week as per schedule 2 year term, renewable
Orientation Training	Provided by Parish team and /or coordinator Experienced volunteers bring new volunteer along during visits Annual training workshop
Support & Enrichment	Parish team and coordinator
Risk Assessment	High risk
Screening Procedures	Provide a Position Description Form Fill out Volunteer Information Form, all pages Interview Reference Checks Police records check Orientation and training
Date Approved: _____ Date Reviewed: _____	
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/Ministry	<u>Key Holders</u>
Accountability	Pastor
Purpose of Ministry	To ensure the safety of the parish property by keeping a record of those who hold keys
Participant Group	Parish ministry leaders and volunteers who hold keys to parish property
Activities and Responsibilities	Associated with another ministry to justify having keys. Must exercise due care in safeguarding the property of the parish. Follow the procedures set out to record the use of keys for the parish.
Skills and Qualifications Required	As defined in their ministry.
Time commitment Duration	As defined in their ministry.
Orientation Training	Provided by the pastor or parish team.
Support	As defined in their ministry. Pastor or parish team
Risk Assessment	High risk
Screening Procedure	Provide a position description Fill out Volunteer Information Form, all pages Interview References checked Police records check Orientation and training
Date Approved: _____ Date Reviewed: _____ Ministry Leader: _____ Parish Screening Committee Member: _____ Pastor: _____	

Position Description

Name of Group/Ministry	<u>Volunteer Drivers</u>
Accountability	<i>Parish Team and Ministry Leader</i>
Purpose of Ministry	To help parishioners who cannot provide their own transportation to parish activities
Participant Group	All parishioners, seniors and youth, needing a ride to various activities
Activities and Responsibilities	To transport children and youth to various activities. To transport members of the parish to activities out side the parish To transport parishioners to Mass and other parish functions Participate in Orientation session Inform ministry leader or parish team if unable to drive.
Skills and Qualifications Required	Must be 18 years of age Have a valid Ontario Driver's Licence Have valid liability insurance as required under legislation in the province of Ontario Have excellent driving skills Good communication skills Familiarity with driving in the area required
Time commitment	As required
Duration	One year, renewable
Orientation Training	Provided by ministry leader Must be given copy of Volunteer Drivers policies and complete Volunteers Drivers form
Support	Pastor and Ministry Leader Ministry leader
Risk Assessment	High Risk
Screening Procedure	Provide a position description Fill out Volunteer Information Form, all pages Interview References checked Police records check Orientation and training

e Approved: _____ Date Reviewed: _____

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____

Position Description

Name of Group/ Ministry	Youth Group Leader
Accountability	Parish team and Youth Ministry Coordinator
Purpose of Ministry	To assist in planning and organising youth activities
Participant Group	Youth Group
Activities and Responsibilities	Facilitate and attend meetings Supervise social and spiritual activities Prepare liturgies with the coordinator and youth group as required Record information and maintain records Attend planning meetings Comply with the reporting abuse procedures as outlined in the "Screening in Faith, Guidelines for Volunteers"
Skills and Qualifications Required	Baptised, practising Catholic Work well with youth Good communication, interpersonal and organizational skills Ability to take direction, to lead and to delegate Knowledge, understanding and compliance with the "Child and Family Service Act"
Time commitment Duration	3-4 hours per week, increased during peak times 2 year term, renewable
Orientation	Provided by the youth ministry coordinator and the Parish team
Training	Ongoing training and attendance at seminars
Support & Enrichment	Parish Team and Youth Ministry coordinator or Ministry Leader
Risk Assessment	High Risk
Screening Procedures	Provide a position description Fill out Volunteer Information Form, all pages Interview Reference checks Police records check Orientation and training
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	

Position Description

Name of Group/ Ministry	Youth Ministry Coordinator
Accountability	Parish Team
Purpose of Ministry	Coordinate Programs and activities for youth
Participant Group	Youth
Activities and Responsibilities	Coordinate programs and activities involving youth Develop youth leadership Serve as representative for youth to other parish agencies Comply with the reporting abuse procedures as outlined in the "Screening in Faith, Guidelines for Volunteers"
Skills and Qualifications Required	Baptised, practising Catholic Work well with children and youth Good communication, interpersonal and organizational skills Imaginative and creative Knowledge, understanding and compliance with the "Child and Family Service Act"
Time commitment Duration	3-5 hours per week plus additional hours as required 2 year term, renewable
Orientation Training	Provided by Parish team Provided by attendance at workshops and seminars and videos from the Diocesan Library
Support & Enrichment	Parish team
Risk Assessment Screening Procedures	High Risk Provide a Position description form Fill out Volunteer Information Form, all pages Interview Reference checks Police records checks Orientation and training
Date Approved: _____ Date Reviewed: _____ Ministry Leader: _____ Parish Screening Committee Member: _____ Pastor: _____	

Position Description

Name of Group/ Ministry	St. Vincent de Paul
Accountability	St. Vincent de Paul Conference with authorization from the parish pastor
Purpose of Ministry	To provide assistance and counselling for people in financial need in emergency situations To assist the children of people in financial need with nutrition programs and camps
Participant Group	Families and people in financial need
Activities and Responsibilities	Respond to request for assistance made to parish Go to homes of the needy to provide vouchers, 2 at a time Collect donations at the churches Provide nutrition programs at elementary schools Provide a children's camp in Chatham and memberships to local recreational programs Comply with the reporting abuse procedures as outlined in the "Screening in Faith, Guidelines for Volunteers"
Skills and Qualifications Required	Good interpersonal skills Good self-esteem Desire to help others Knowledge, understanding and compliance with the "Child and Family Service Act"
Time commitment	Possibly 2 hours per week
Duration	Monthly meetings 1-2 hours Not applicable
Orientation Training	Rule book for each conference Buddy system for each new member Discussion and advise given at monthly meetings
Support	President of each conference Call are logged and discussed at each meeting, go to homes in pairs President of the conference
Risk Assessment Screening Procedures	High risk Provide a Position Description Fill out Volunteer Information Form, all pages Interview Reference checks Police records check Orientation and supervision
Date Approved: _____ Date Reviewed: _____	
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Legion of Mary
Accountability	Parish team and Legion of Mary coordinator
Purpose of Ministry	To provide spiritual growth and evangelization and Marian devotion
Participant Group	Outreach to Parish members as directed by the pastor and their constitution
Activities and Responsibilities	Weekly meetings and outreach activities Outreach activities with 2 members Pay yearly dues
Skills and Qualifications Required	Baptised, practising Catholic Good interpersonal skills
Time commitment	2 hours per week for meetings and time required for outreach activities
Duration	Not applicable
Orientation Training	Provided by the Legion of Mary
Support & Enrichment	Parish team and Legion of Mary coordinator
Risk Assessment	High Risk
Screening Procedures	Provide a Position Description Fill out Volunteer Information Form, all pages Interview References checked Orientation and training

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Parish Finance Council
Accountability	Pastor
Purpose of Ministry	A consultative body which advises the pastor on financial and physical matters in the administration of the parish
Participant Group	Parish
Activities and Responsibilities	<p>Assist the pastor in the preparation of the annual budget for distribution for the parish</p> <p>Review annual financial reports, that are made to the Chancery Study parish revenues and make recommendation to the pastor for maintaining or increasing revenues</p> <p>Recommend financial policies for the parish, in keeping with the policies of the diocesan finance and legal offices</p> <p>Provide consultation on the financial feasibility and projected resources to support parish projects</p> <p>Attend meetings and orientations and to keep information confidential</p>
Skills and Qualifications Required	<p>Financial, administrations or accounting skills</p> <p>Honesty and confidentiality</p> <p>Good communications, interpersonal and organizational skills</p> <p>Able to work as part of a team</p>
Time commitment Duration	<p>6, 2 hour meetings annually</p> <p>2 year term, renewable</p>
Orientation Training	<p>Provided by the Pastor and the Diocesan Guidelines</p> <p>At start of appointment</p>
Support	Pastor and Diocesan Finance Office
Risk Assessment	Medium
Screening Procedures	<p>Provide a volunteer position description form</p> <p>Fill out Volunteer Information Form, pages 1, 2 & 4</p> <p>Interview</p> <p>References checked</p> <p>Orientation and training</p>
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	

Position Description

Name of Group/ Ministry	Pastoral Council
Accountability	Pastor
Purpose of Ministry	To provide advise to the pastor on the needs of the parish, ministries within the parish and parish events and activities.
Participant Group	The parish
Activities and Responsibilities	Provides input and advise on all aspects of parish life to the pastor Makes recommendations that will improve the parish Attend scheduled meetings and activities planned by the council Maintain confidentiality of issues and meetings Must read and become familiar with the constitution
Skills and Qualifications Required	Must be elected by the parish or appointed by the pastor
Time commitment Duration	2 hours, 8 times per year for meetings plus additional time for planned activities Elected members -3 year term Appointed members-1 year term renewable to 3 years
Orientation Training	Provided at first meeting New members provided with copies of the constitution
Support & Enrichment	Pastor & Parish Team
Risk Assessment	Medium
Screening Procedures	Provide a position description form Fill out Volunteer Information Form, pages1,2 & 4 Interview Reference check Orientation and training

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Baptism Preparation
Accountability	Pastor or Parish Team
Purpose of Ministry	To provide instruction and hospitality to parent for the baptism of their children
Participant Group	Parents of children to be baptized
Activities and Responsibilities	To meet with parents for one evening in the parish meeting room To provide audio presentations or other materials required and to be responsible for equipment To provide assistance to parents at the baptism
Skills and Qualifications Required	Baptized and practicing Catholic Knowledge of the Rite of Baptism of Children Ability to speak to parents about their faith and the desire to raise their children in faith Good interpersonal skills
Time commitment Duration	One evening and one Sunday afternoon per month 2 years, renewable
Orientation Training	Provide by the pastor and Diocesan workshops
Support & Enrichment	Pastor or parish team
Risk Assessment	Low risk
Screening Procedures	Provide a position description Fill out Volunteer Information Form, pages 1 & 4 OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Catholic Women's League
Accountability	Parish Team
Purpose of Ministry	Working to promote the teachings of the Catholic Church, through spiritual and financial mean, both in the parish and community
Participant Group	Adult women of the parish
Activities and Responsibilities	Organize and chair monthly meetings Provide social and spiritual activities for the women of the parish Fundraise for the parish Support parish initiatives
Skills and Qualifications Required	Women over the age of 18 Membership in the Catholic Women's League Follow the league constitution and guidelines Attend monthly meetings
Time commitment Duration	2 hours per month for activities Additional hours for meetings Executive is elected for 2 year terms General membership is renewed annually
Orientation Training	Provided by parish team, president and League guidelines
Support & Enrichment	Parish team, Past president Parish team Past president
Risk Assessment	Low risk for executive
Screening Procedures	Provide a position description Fill out Volunteer Information Form, pages 1 & 4 OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Eucharistic Minister (Minister of Communion)
Accountability	Pastor and Parish Coordinator
Purpose of Ministry	To assist in the distribution of the Eucharist at Liturgies
Participant Group	Parish
Activities and Responsibilities	Distribute communion at liturgies as per schedule Follow Eucharistic Ministers Guidelines Find a replacement to fill position if unavailable Follow appropriate dress code
Skills and Qualifications Required	Practising Catholics Living a life in harmony with the Gospel and Church teaching Dependability
Time commitment	1-2 Masses per month as per schedule (find replacement if unable to attend) and special celebrations as required
Duration	3 year term, renewable
Orientation Training	By Pastor By Pastor, Diocesan workshops
Support & Enrichment	Support and Enrichment activities are the responsibility of the Ministry Leader in association with the Parish Team.
Risk Assessment	Low risk
Screening Procedures	Provide a position description form Fill out Volunteer Information Form, pages 1 & 4 OR Parish Registration is sufficient
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	

Position Description

Name of Group/ Ministry	Gift Bearers Coordinator
Accountability	Pastor or parish team
Purpose of Ministry	Schedule volunteers to present the Gifts at Mass
Participant Group	Gift bearer volunteers
Activities and Responsibilities	Prepare a schedule several times a year and distribute to volunteers Contact volunteers if there is a scheduling problem or changes Provide written instructions for the volunteers with the proper procedure Recruitment of new volunteers as needed
Skills and Qualifications Required	Good communication, and organizational skills Dependability
Time commitment Duration	As required to prepare and distribute a schedule several times a year Occasional meetings with pastor and recruitment Not applicable
Orientation Training	Provided by pastor
Support	Parish team
Risk Assessment	Low
Screening Procedures	Provide a Position Description form Fill out Volunteer Information Form, pages 1 & 4 OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Gift Bearers
Accountability	Pastor and Ministry Coordinator
Purpose of Ministry	Participation in the Eucharist by presenting the gifts at the offertory
Participant Group	Parish
Activities and Responsibilities	Attend Mass as per schedule Present gifts during offertory Inform coordinator if unable to attend
Skills and Qualifications Required	Member of the parish in good standing
Time commitment Duration	Mass as per schedule Not applicable
Orientation Training	As per instructions form pastor or ministry coordinator
Support	Pastor and Ministry coordinator
Risk Assessment	Low risk
Screening Procedures	Provide a Position description Fill out Volunteer Information Form, pages 1 & 4 OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Knights of Columbus
Accountability	Pastor and Grand Knight
Purpose of Ministry	To volunteer and support various charities and their parish To service the Church and be unified in following its teachings; To support brother Knights in their temporal and spiritual needs; To give aid to widows, orphans, the sick and the poor.
Participant Group	Men age 18 and over
Activities and Responsibilities	Executives attend monthly meetings All members attend monthly meetings Plan and work at fund-raising events Support parish initiatives Uphold Catholic teachings, including attendance at Mass Follow the Knights of Columbus guidelines
Skills and Qualifications Required	Baptized, practicing Catholic Work well as a team member
Time commitment Duration	2 hours per month for meetings. Additional hours as required for planned activities Executive positions for 1 year Yearly membership for everyone else
Orientation Training	As outlined in the Knights of Columbus guidelines
Support	The pastor and the Grand Knight Provided by the knights
Risk Assessment Screening Procedures	High risk for the Grand Knight if he is a Key Holder and all other members low risk unless when they are working with the vulnerable. Position Description Volunteer Information Form, pages 1-4 Interview Reference checks Police Records Check Orientation and Training
Date Approved: _____ Date Reviewed: _____	
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Liturgy Committee
Accountability	Pastor or Parish team
Purpose of Ministry	To prepare and evaluate all liturgical celebrations in the parish
Participant Group	Adults
Activities and Responsibilities	To prepare and evaluate all liturgical celebrations in the parish and to ensure all that is required for liturgical celebration is on hand
Skills and Qualifications Required	Baptised, practising Catholic Knowledge of the liturgy Good communication and organizational skills
Time commitment Duration	Approximately 6 meetings a year, 1- 2 hours in length and other tasks as assigned
Orientation Training	Provided by the Pastor and diocesan formation workshops
Support	Pastor or parish team
Risk Assessment	Low risk
Screening Procedures	Provide a position description Fill out Volunteer Information Form, pages 1 & 4 OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Sacristy Team
Accountability	Pastor and Sacristan
Purpose of Ministry	To clean and prepare the church and chapel for liturgical celebrations
Participant Group	Parish
Activities and Responsibilities	To clean and prepare the church and chapel for liturgical celebrations and assist with decorating the church for special celebrations
Skills and Qualifications Required	Interpersonal skills Dependability
Time commitment	Two hours each week and other times as required
Duration	Not applicable
Orientation Training	Provided by the pastor or sacristan
Support	Pastor and the sacristan
Risk Assessment	Low Risk
Screening Procedures	Provide a position description Fill out Volunteer Information Form, pages 1 & 4 OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	Ushers
Accountability	Parish team
Purpose of Ministry	To help keep the parish organized during Mass
Participant Group	Parish congregation during Mass
Activities and Responsibilities	Seat people when church is becoming full Guide people to Communion Collect donations Organize the offertory procession Distribute the bulletin
Skills and Qualifications Required	Good interpersonal skills Patience Follow dress code
Time commitment Duration	One Mass per week as per schedule Not applicable
Orientation Training	Provided by the parish team At the start of duties and once per year
Support	Parish team
Risk Assessment	Low risk
Screening Procedures	Provide a position description form Fill out Volunteer Information Form, pages 1 & 4 OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Position Description

Name of Group/ Ministry	
Accountability	
Purpose of Ministry	
Participant Group	
Activities and Responsibilities	
Skills and Qualifications Required	
Time commitment Duration	
Orientation Training	
Support & Enrichment	
Risk Assessment Screening Procedures	

Date Approved:	Date Reviewed:
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Diocese of Hamilton

Volunteer Screening Manual

**Section Eight –
Police Records Check**

Updated August 2011

Police Records Checks

Following is a list of all Police Services in our Diocese. For specific requirements with regard to Police Checks in your local area please contact the Service listed below. Most are following closely the new Guidelines as published by the Canadian Chiefs of Police (see attached document) but some have specific requirements that need to be followed. Call the appropriate service for the most up-to-date information.

BRANT DEANERY

BRANTFORD

Brantford Regional Police 519-756-7050
P.O Box 1116
344 Elgin Street, Brantford N3T 5T3

Contact Mrs. Cathy Drinkwater 519-756-0113 ext 2251

BRUCE-GREY DEANERY

CAPE CROKER

Cape Croker Police Services 519-534-1233
P.O. Box 863 Wiarton ON. N0H 2T0

Contact: Sgt. Robert King

CHATSWORTH, MARKDALE, MEAFORD

Grey County O.P.P. 519-794-7827
317057 6 & 10 Hwy, Chatsworth

Contact: Tracey Trimble 519-794-7827 (Chatsworth)
 Teresa Green 519-986-2111 (Markdale)

CHEPSTOW, FORMOSA, MILD MAY, KINCARDINE, TEESWATER, TOWNSHIP OF WIARTON

South Bruce O.P.P. 519-396-3341
700 Kincardine Ave, Kincardine ON
N2Z OB1

Contact: Anne McBride

SOUTHAMPTON, PORT ELGIN, TOWNSHIP OF SAUGEEN

Saugeen Shores Police Services 519-832-9200

Contact: Lorri Trafelet

HANOVER

Hanover Police 519-364-2411 ext 1

Contact: Wendy Donaldson

DORNOCH, GLENEIG, BENTINCK, NORMANBY, AYTON, DURHAM, NEUSTADT

West Grey Police Service 519-369-3046, 519-369-5474 (fax)
153 George St. West, Durham

Contact: Kerry

HALTON DEANERY

ACTON, BURLINGTON, HALTON HILLS, MILTON, NORVAL, OAKVILLE

Halton Police Department 905-825-4712
1151 Bronte Road, Oakville

Contact: Barbara , Alexandra, Kim, Susan, or Cathy

HAMILTON DEANERY

ANCASTER, DUNDAS, FREELTON, HAMILTON, STONEY CREEK, WATERDOWN

Hamilton Police Services 905-546-4979
155 King William St. Hamilton

Contact: Records Office

Letter of Request
(sample format on parish letterhead)

Note to Police (Name and address of Police Department)

(Name of applicant) has consented to the release of information to (Name of Parish). (Name of applicant) is interested in being considered for a sensitive position of trust as a volunteer at (name of parish) and he/she is required to disclose whether or not they have any convictions or have been charged under any federal or provincial enactment.

This applicant is being screened for the following Ministry Position (s):

- a) _____
- b) _____
- c) _____

(Please be specific as to the position of trust for which the applicant is being considered – specifically if the applicant will be dealing with the vulnerable sector as opposed to, for example, a financial position of trust).

Surname _____ Given name _____

Maiden name or other names used _____

Place of Birth _____
City Province Country

Birth Date _____
Year month day

Current address _____
Number street apt# city

Provide previous address (if living at the above address for less than five years)

number street city

I _____ hereby authorize and consent to the full disclosure of the following information and records by the _____ Police Services and by any other police agency in Canada to which a copy of this form is provided.

- a) G Criminal record (adult)
- b) G Criminal record (youth)
- c) G Records of not guilty or not criminally responsible on account of mental disorder
- d) G Convictions, pending charges and ongoing investigations under federal statutes and provincial statutes, where available.
- e) G Relevant occurrence reports
- f) G Probation, prohibition and other judicial orders
- g) G Offences for which a pardon has been granted where available

Signature

Date

Diocese of Hamilton

Volunteer Screening Manual

**Section Nine –
Questions & Answers**

September 2012

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Volunteer Screening Manual

**Section Ten –
Additional Resources**

September 2012