

STEP 7

CRIMINAL RECORD CHECK PROCEDURES

Responsibility for Criminal Record Checking

The volunteer applicant is required to obtain the Criminal Record Check Report.

Who must provide a Criminal Record Check Report?

All parishioners in High Security Volunteer Ministry Positions must obtain a Criminal Record Check Report.

The Criminal Record Check

- Given the time and cost of conducting a criminal record check, it is appropriate that it be conducted at the final stages of the screening process.
- Always maintain confidentiality of the applicant's private information.
- A current and original Criminal Record Check report must be obtained before the person begins his or her ministry work and is valid for five (5) years.
- A Criminal Record Check Report that is on file cannot be used for other purposes.
- Do not make exceptions for anyone.
- Only the Pastor should review the Criminal Record Check Report or have access to the Criminal Record Check Report once it is received and filed.
- The Criminal Record Check Report must be kept in a separate secure location accessible only to the Pastor.

Action to be taken

- The Parish Volunteer Screening Committee shall advise the applicant that a Criminal Record Check Report is required and shall advise the applicant how to obtain a Criminal Record Check Report
- The Parish Volunteer Screening Committee shall provide the Pastor with a list of those persons for which he will be getting a Criminal Record Check Report
- As soon as the Pastor receives the report he is responsible for checking the report and determining whether the individual may serve in the High Security Volunteer Position. In making this decision the Pastor should consider:
 - The nature of the program, activities and services provided.
 - The character and degree of vulnerability of the participant group served and the duty of care to the participants, volunteers, staff, community and the Archdiocese required.

STANDARDIZED MINISTRY POSITION DESCRIPTIONS

Below is a list of the Archdiocese of Regina Standardized Volunteer Ministry Position Descriptions. All parishes are to use the Standardized Volunteer Ministry Position Descriptions listed here. If a Standardized Volunteer Ministry Position is similar in duties, activities and responsibilities to one at your parish but is different in name, the title of that ministry may be changed to reflect the ministry name used at your parish.

If your parish has a position not listed here, submit a draft to the Archdiocese of Regina of the Volunteer Ministry Position Description for review and approval.

1. Adoration Coordinator / *General Security*
2. Altar Server Coordinator / *High Security*
3. Altar Server - Adult / *General Security* *
4. Altar Server – Child/Youth/ *General Security*
5. Baptismal Preparation Coordinator / *General Security*
6. Baptismal Preparation Team Member / *General Security*
7. Bereavement Team Coordinator / *High Security*
8. Bereavement Team Member / *High Security*
9. Bible Study Coordinator / *General Security* *
10. Building and Maintenance Committee / *General Security* *
11. Catechumenal Catechist of Children’s Initiation / *High Security*
12. Children’s Liturgy of the Word Coordinator / *High Security*
13. Children’s Liturgy of the Word Assistant / *High Security*
14. Children’s Liturgy of the Word Teacher / *High Security*
15. Choir Director / *General Security* *
16. Choir Member – Adult / *General Security*
17. Choir Member – Child/Youth / *General Security*
18. Collection Counter Coordinator / *High Security*
19. Collection Counter / *High Security*
20. Commitment to the Future Annual Appeal Campaign Chairperson / *High Security*
21. Commitment to the Future Annual Appeal Committee Member / *General Security*
22. Coordinator of RCIA for Children / *General Security* *
23. Custodian/Maintenance Person / *High Security*
24. EXTRAORDINARY MINISTER of Holy Communion Coordinator / *High Security*
25. EXTRAORDINARY MINISTER of Holy Communion / *General Security*
26. EXTRAORDINARY MINISTER of Holy Communion to Homes/Institutions / *High Security*
27. Lay Pastoral Visitor’s Coordinator / *High Security*
28. Lay Pastoral Visitor / *High Security*
29. Lector’s Coordinator / *General Security* *
30. Lector / *General Security*
31. Liturgical Environment Planner / *General Security*
32. Liturgical Hospitality Coordinator / *General Security*
33. Liturgical Hospitality: Greeters & Ushers / *General Security*
34. Marriage Preparation Coordinator / *General Security*
35. Marriage Preparation Facilitator / *General Security*

36. Parish Finance Council Chairperson / *High Security*
37. Parish Finance Council Member / *General Security*
38. Parish Pastoral Council Chairperson / *High Security*
39. Parish Pastoral Council Member / *General Security*
40. Parish Volunteer Screening Coordinator / *High Security*
41. Parish Volunteer Screening Committee Member / *High Security*
42. Prayer Group Coordinator / *High Security*
43. RCIA Catechumenal Director / *General Security*
44. RCIA Catechumenal Catechist / *General Security*
45. RCIA Sponsor / *General Security*
46. Religious Education Coordinator / *High Security*
47. Religious Education Assistant / *High Security*
48. Religious Education Catechist / *High Security*
49. Sacramental Preparation Coordinator / *General Security **
50. Sacramental Preparation Team Member / *General Security**
51. Social Activity Committee Coordinator / *General Security **
52. Social Activity Committee Member / *General Security **
53. Volunteer Driver / *High Security*
54. Youth Minister / *High Security*
55. Youth Minister's Director / *High Security*
56. Youth Minister's Assistant / *High Security*

* See Ministry Position Description for additional comments

Note:

When children (without the accompaniment of a parent and/or guardian) or the vulnerable are involved, the ministry position is determined to be High Security.

When the Pastor is always present, the ministry position is determined to be General Security.

When the participants are not vulnerable persons and/or depending upon the level of activity, the ministry position may be considered General Security.

What happens to my criminal record check after I give it to the Parish Pastor?

Only the Pastor will review your Criminal Record Check Report and only the Pastor will have access to your Criminal Record Check Report. After your Criminal Record Check Report is viewed by the Pastor, the Pastor will notify the Parish Volunteer Screening Committee whether or not they may continue with your orientation without revealing anything regarding the content of the Criminal Record Check Report to the Committee. The Pastor will put the Criminal Record Check Report in an envelope, write the date and your name on the front, seal the envelope, and sign the seal of the envelope. The Pastor will mark the envelope confidential. The Pastor will then file the sealed envelope in a separate secure location that is only assessable to the Pastor.

The Pastor shall not discuss the contents of your criminal record check with anyone other than you.

How long is my criminal record check retained?

For legal reasons, your criminal record check must be retained. The parish will retain your criminal record check at the parish for seven (7) years after you have ceased serving in your High Security Volunteer Position and will then send it to the Archdiocese of Regina. Your criminal record check will immediately be sent to the Archdiocese of Regina if you leave the parish, or in the event of your death. At all times your Criminal Record Check Report will remain in its sealed envelope and will be treated as a highly confidential document.