



## Archdiocese of Regina

### TERMINOLOGY

#### Duty of Care

Duty of care is a general principle in civil law that identifies the obligation of an organization to take reasonable measures to care for and protect its participants and to deliver its programs in a safe and well-managed manner. The organizations duty of care extends to the individuals who act on behalf of the organization. Canadian courts will hold organizations accountable on the basis of “neglect” if appropriate screening has not been conducted and an incident has occurred.

#### Extraordinary Minister

Canon 910 provides that the ordinary minister of Holy Communion is a Bishop, a priest or a deacon. The extraordinary minister of Holy Communion is an acolyte, or another of Christ's faithful deputed in accordance with Cannon 230. (Added 201208)

#### Participant

The word participant is used as a generic term to refer to those who participate in programs operated by the parish or who receive services from ministries of the parish.

#### Pastor/Administrator

Pastor/Administrator is the Pastor, Administrator, or parish minister duly appointed by the Archbishop to serve a specific parish.

#### Position of Trust

An individual is in a position of trust when he or she has a significant degree of:

- Authority or decision-making power over another;
- Unsupervised access to another person and to his or her property;
- Contact with vulnerable individuals;

An individual is also in a position of trust where the success of the service being provided depends on the development of a close, personal relationship between the individuals such as in mentoring, counseling or home visiting programs.

## **Risk Management**

Risk management is the process of assessing potential problems and developing strategies or solutions to maximize the safety and security of participants and to minimize the risk of harm to those who come in contact with the organization. Risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent or eliminate them. Screening is an exercise in risk management.

## **Security (High Security or General Security)**

High Security or General Security refers to the volunteer position and not to the volunteer. Positions are designated High Security or General Security based on the amount of contact that the position requires with vulnerable persons and/or the position involving the handling of money.

## **Volunteer**

A volunteer is a person who:

- Chooses to undertake a ministry position, service or activity;
- Does this ministry activity in service to an individual, or to assist the parish or Archdiocesan community-at-large;
- Is not coerced or compelled to do this activity;
- Does not receive a salary or wage for this service or ministry activity.

## **Vulnerable Person**

A vulnerable person is an individual who is under the age of 18 or has an impairment, disability or limitation that leaves them vulnerable to harm or exploitation.