

STEP 8

ORIENTATION AND TRAINING PROCEDURES

Overview

Orientation and training must be provided to volunteers to ensure that the individual has the confidence and the ability to perform his or her ministry effectively. By providing the necessary information and training, a volunteer will have the opportunity to provide a high level of service to the community.

1. Guidelines for Parish Volunteers

- The Ministry Coordinator/Leader is responsible for reviewing the *Guidelines for Parish Volunteers* with each volunteer.
- The Parish Volunteer Screening Committee Coordinator must ensure that the document is accessible to all volunteers.

2. Who will receive these Guidelines?

- All those engaged in a Volunteer Ministry Position must have access to these guidelines.

3. Training Information for Volunteers

- Training must be provided for all Volunteer Ministry Positions, in order to ensure that the person is able to perform his or her ministry effectively. We must provide every opportunity for the person to feel informed and capable of carrying out the ministry.
- Training must be completed before the person begins his or her volunteer position.
- Volunteers must be informed of any changes in the ministry. Refresher courses are encouraged.

4. How is Training offered?

- Those individuals who have had experience in a particular ministry are encouraged to lead the training of new volunteers.
- Use is made of possible resources such as:
 - Archdiocesan Resource Center
 - Past and Present Leaders of Specific Ministries
 - Pastoral Assistants / Parish Workers
 - People designated in each parish to do training

5. Who will receive Training?

- All members of the Parish Community who are engaged in any volunteer ministry position are expected to receive some level of training.