

STEP 9

SUPERVISION AND MINISTER REVIEW PROCEDURES

1. Supervision

The nature of supervision will be more intensive with High Security Volunteer Ministries in order to ensure that people are not left alone in situations that could compromise their integrity.

What is involved in Supervision?

This involves the Ministry Coordinator or a more “senior or experienced” person in the ministry spending time with the volunteer as he or she is carrying out his or her ministry. If a volunteer and a participant are usually alone together, it is appropriate and necessary for the Ministry Coordinator to periodically check the location where they are together, and spend time observing them. It should be made clear when the person joins a ministry that supervision in the form of visits and periodic checks shall be conducted.

2. Review

Observations should be systematically recorded using the Self Review for Parish Ministers Form to include feedback on gifts, skills, strengths and challenges. By instituting a review process, the volunteer’s ministry service can be observed on an ongoing basis.

For Whom is Supervision and Review required?

Supervision and review is required for all parish ministry positions.

- All volunteers must be given the opportunity to complete a Self-Review for Ministry Volunteer Form (Section Three page 14) after one year of service.
- The Parish Volunteer Screening Committee and/or the Pastor may choose to have volunteers complete a Self-Review in subsequent years.

In completing the Self-Review, volunteers must:

1. Review the Volunteer Ministry Position Description.
2. Provide any new information regarding address, phone number, and emergency contact information if needed.
3. Complete the Self-Review for Ministry Volunteer Form.
4. Address areas covered on the Self Review Form as clearly and accurately as possible.
5. The Ministry Leader/Coordinator/Parish Volunteer Screening Committee will complete the comments area of the Self-Review for Ministry Volunteer Form if there are any comments to be made.

Ministry Leader/Coordinator/Parish Volunteer Screening Committee must:

1. Ensure that all their Volunteers receive and are given the opportunity to complete a Self-Review for Ministry Volunteer Form at the proper time.
2. Complete the section of the Self-Review for Ministry Volunteer Form designated for them.
3. Give the completed and signed Self-Review for Ministry Volunteer Form to the Parish Volunteer Screening Committee Coordinator for filing.
4. Identify for the Pastor any areas of concern regarding the ministry or the volunteer.

Parish Volunteer Screening Committee Coordinator must:

1. Monitor the schedule to ensure that Ministry Leader/Coordinators are conducting reviews for their volunteers at the appropriate time.
2. Supply and file the Self-Review for Ministry Volunteer Form as appropriate.
3. Record the date the Self-Review for Ministry Volunteer Form was provided for volunteers.

Parish Volunteer Screening Committee must:

1. Ensure that all Ministry Leaders/Coordinators receive and complete a Self-Review for Ministry Volunteer Form at the proper time.
2. Complete the section of the Self-Review for Ministry Volunteer Form designated for them, and discuss, if necessary, the review with the Ministry Leaders/Coordinators.
3. File the form appropriately

Pastor must:

1. Ensure that all Parish Volunteer Screening Committee Members receive and complete a Self-Review for Ministry Volunteer Form at the proper time.
2. Ensure that the Self-Review for Ministry Volunteer Forms are filed appropriately.