



## Archdiocese of Regina

### **REJECTING A VOLUNTEER APPLICANT**

#### **Criteria For Rejecting Volunteer Applicants**

- They pose a danger to others.
- They are not able to commit to the time required.
- They do not have the required skills as outlined in the Ministry Position Description.
- The Pastor has information that would not allow the person to participate in the ministry in question.

Rejection of a volunteer applicant must be held in strict confidence. The Pastor must be consulted whenever there is uncertainty regarding the selection of a volunteer.

#### **Notifying Unsuccessful Volunteer Applicants**

Information that deems a candidate inappropriate for a ministry position must be kept confidential. All relevant information must be reported to the Pastor.

- When screening volunteers, all the techniques of personnel management should be used. Selection should be based on qualifications and information and not only on a subjective assessment.
- During the interview process, the applicant should have been informed that not everyone is an appropriate candidate.
- Carefully study the interview notes. Be prepared to discuss the applicant's strengths as well as areas needing improvement. Informing the unsuccessful candidate should be handled with kindness. Feedback may be given if requested by the applicant.
- Be clear and honest when you inform a candidate that they are not suitable for a position. You may be supportive and suggest other possible positions.

For the parish and for future recruiting efforts, it is important to set standards and accept only those candidates who are suitable. In this way, volunteers will understand that it is a privilege and a gift to serve others.

