



## Archdiocese of Regina

### **PROCEDURE FOR REASSIGNING OR REMOVING A CURRENT VOLUNTEER**

The removal of a current volunteer is only to be done as a last resort when all other appropriate measures have exhausted. The Pastor or his delegate is to speak in person to the volunteer. The primary emphasis when reassigning or removing a volunteer is based on the requirements of the ministry. For example: the ministry is not suited to the volunteer's skills, gifts or talents.

- The Pastor or his delegate meets with the volunteer to discuss the problem and places a record of the discussion in the volunteer's file.
- If the volunteer has been unclear as to the scope of his or her activities and responsibilities, reference should be made to the position description that he or she was given access to prior to undertaking the ministry duties.
- Emphasize the importance of a proper match between the skills of the volunteer and the requirements of the ministry duties.
- If, after repeated consultation, the problem still exists the volunteer may be encouraged to consider a different position.
- If the problem continues to exist, the volunteer is to be removed.

#### **Criteria for Removing a Current Volunteer:**

- The volunteer poses a danger or threat to the well being of other volunteers or those to whom he or she ministers.
- The volunteer is under the influence of drugs or alcohol while performing his or her duties.
- The volunteer is deemed unsuitable for a position from information acquired through a Criminal Record Check Report.
- The volunteer conducts himself or herself in a manner which comes into question.
- Complaints are received and verified about the performance or conduct of the volunteer.
- The volunteer has stolen or damaged property, misused funds, equipment or materials.
- The volunteer is unreliable or incapable of performing his or her duties.
- The volunteer exhibits incompetence in the performance of duties.
- The volunteer has disregarded the policies and procedures of his or her position.
- The volunteer refuses to submit to screening procedures, either initially or those that may be required on an ongoing basis.

If there is any indication that a volunteer may pose a danger to others, the ministry leader or the Parish Screening Committee Member must notify the Pastor immediately. The Pastor or his delegate is responsible for asking the volunteer to leave. This information is confidential.

**If a volunteer is removed, the Pastor must inform the Abuse Protocol Program and send an incident report to the Abuse Protocol Program at 445 Broad St. N., Regina, SK. S4R 2X8**

