STEP 6
REFERENCE CHECK PROCEDURES

Responsibility for Reference Checking

The Parish Volunteer Screening Committee is responsible for checking references.

Which References to Check

All parishioners engaged in High Security Volunteer Ministry Positions.

The Reference

Two (2) non-family references must be conducted. References confirm background, gifts, skills and talents and will provide an outside opinion on the suitability of the person for this particular volunteer ministry position.

Unresponsive Reference

In the event that an applicant's reference is unresponsive within a suitable time frame, the applicant should be notified of the difficulty and asked to provide substitute references.

Written, Telephone, E-Mail References

Reference letters are to be written using the Archdiocese of Regina form.
Telephone reference checks using the Archdiocese of Regina Phone Reference Form may be adequate.
Avoid e-mail reference checks since confidentiality cannot be assured.

Action to be taken

- Enter the person's name, the parish name, the title and the responsibilities for the ministry positions involved on the reference letter.
- Mail the forms out, or give them to the volunteer to give to the reference (include a self-addressed envelope if possible), or conduct telephone interviews.
- Keep track of returned forms, read them and ensure they are filed.

What to do When You Get a Negative Reference

- Request additional references from the parishioner.
- Inform the Pastor.

The "Do" of Reference Checking

- Do maintain confidentiality of the references' comments. This information must only be discussed with the Pastor.
- Do use only the official Archdiocese of Regina forms.
- Do check all references. Read all references carefully.

The "Don't" of Reference Checking

- Don't proceed with reference checks until you have consent from the applicant.
- Don't make exceptions for anyone.
- Don't minimize the importance of making an informed decision.
- Don't discuss the reference with anyone other than committee members and the Pastor.