



## Archdiocese of Regina

### CHECKLIST FOR GENERAL SECURITY VOLUNTEER MINISTRY POSITIONS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Parish \_\_\_\_\_

Once the Volunteer Information Form has been completed and returned, the applicant may begin their Volunteer Ministry Position.

A Checklist is to be Included in Each Volunteer File. The checklist is used to ensure that all required information and procedures are in place.

- Create a file for the Volunteer.
- Volunteer has completed pages 1 and 2 of the Volunteer Information Form.
- Volunteers under 18 years of age have filled out appropriate Volunteer Information Form and it has been signed by a Parent/Guardian.
- Volunteer has received a copy of the Ministry Position Description.
- Volunteer has access to the Guidelines for Parish Volunteers.
- The Ministry Coordinator/Supervisor contact information has been provided.

1.) The Documents which must, without exception, be included in the Volunteer File:

- Volunteer Information Form
- Ministry Position description(s)
- Supervisor review and evaluation notes
- Self Review for Ministry Volunteer Form

2.) Additional Documents which are to be included in the file as warranted:

- Committee Member Update Form
- Volunteer Driver Form and Liability Waiver
- Volunteer Your Participant Liability Waiver
- Volunteer Authorization to Release File

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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