



Archdiocese of Regina

CHECKLIST FOR HIGH SECURITY VOLUNTEER MINISTRY POSITIONS

Name: _____

Parish: _____

Other Demographic on Adult Volunteer Information Form

The applicant may begin their high security parish volunteer ministry position when;

- (i) the completed Volunteer Information Form has been returned;
- (ii) the Criminal Record Check Report has been returned; and
- (iii) the Pastor has checked the Criminal Record Check Report to determine whether the individual may serve in the high security 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, 2, and 3 of the Volunteer Information Form.
- Volunteer has access to a copy of the Volunteer Ministry Position Description.
- Volunteer has access to the Guidelines for Parish Volunteers.
- The Ministry Coordinator/Supervisor contact information has been provided.
- The Volunteer Interview has been conducted in person, with two Screening Committee Members present using the Archdiocese of Regina Interview Form.
- Two (2) non-family reference checks have been completed using the Archdiocese of Regina Telephone Reference Form and/or Reference Letter Form.

Following the Interview process:

- The Volunteer has been given the information necessary to obtain the Criminal Record Check Report.
- The Pastor has received and reviewed the Criminal Record Check Report.

The Criminal Record Check Report was received on _____

and is kept in _____.

- The Pastor has advised the Parish Volunteer Screening Committee if they should or should not continue with the orientation.
- The Pastor has taken responsibility for ensuring the safe keeping of the confidential information.

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

- Volunteer Information Form
- Interview Forms
- Reference Forms
- Supervisor review and evaluation notes—when completed.
- Self Review for Ministry Volunteer Form—when completed.

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

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

3.) The Criminal Record Check Report is to be placed in a sealed envelope marked *Confidential* and kept in a separate secure location that is only accessible to the Pastor.

Signature: _____

Date: _____