



Archdiocese of Regina

Parish Volunteer Screening Committee Member

Overview

The Parish Volunteer Screening Committee screens parish volunteers and ensures that all reports and documents are given to the Parish Volunteer Screening Coordinator.

Activities/Responsibilities

- Determine the level of risk of any new ministry positions in the parish.
- Work with the leaders of each new Parish Ministry to develop ministry descriptions.
- Screen all parishioners who are engaged in general and high security ministry positions by using the appropriate screening procedures.
- Work with the Parish Volunteer Screening Coordinator.
- Use the 10 Safe Steps for screening all parishioners in volunteer positions at the parish.
- Attend training session(s) to become knowledgeable of Parish Volunteer Screening Program procedures and to learn the skills of efficient and effective screening.
- Regularly reports to the Pastor and/or the Parish Volunteer Screening Committee Chairperson.

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church.
- Is known in the parish community, participates in parish life and is of good character.
- Must be at least 18 years of age.
- Has attended the parish for at least 2 years.
- Is a good listener, effective communicator, and has good organizational skills.
- Must have the ability to keep information strictly confidential.
- Has experience in Parish Ministry as a volunteer.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to this ministry.
- Is able to collaborate well with others and enjoys teamwork.
- Responsible, flexible, reliable, trustworthy.
- Is able to work well with others on confidential and sensitive issues.
- Is well respected within the community.

Orientation and Training

- Must attend training session(s).

Participant Group

- Parishioners engaged in ministry within the parish community and other Parish Volunteer Screening Committee Members.

Support, Supervision, and Evaluation

- The Parish Volunteer Screening Committee and each of its individual members are directly responsible to the Pastor.
- The Pastor and/or The Parish Volunteer Screening Committee Chairperson is the first level of support, supervision and evaluation.

Length of Ministry

- Two year term.

Benefits and Working Conditions

- Will have an impact on the quality of screening and protection of the vulnerable and those that provide care particularly within the parish and more generally within the Archdiocese of Regina.
- Will develop leadership and facilitation skills.
- Will acquire specialized screening knowledge.
- Good training & experience for those seeking advancement in the fields of Volunteer Administration and Human Resources.
- This is a volunteer position which requires a time commitment as determined by the Pastor.
- Must be able to attend the orientation session and training session(s) as offered.

Screening Measures

- This is a High Security position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks will be conducted by the Pastor.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or Parish Volunteer Screening Committee Coordinator.
- Participant follow-up will be conducted.

This ministry position description accurately reflects the Ministry of Parish Volunteer Screening Committee Member currently practiced within the Archdiocese of Regina at _____ Parish.
(Parish Name)

Parish Volunteer Screening Coordinator

Pastor or Designate

Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto

