



## Archdiocese of Regina

### INSTRUCTIONS FOR THE USE OF THE MINISTRY POSITION DESCRIPTIONS

The ministry position descriptions are to be used by the Parish Volunteer Screening Committee to screen everyone who volunteers to serve in a ministry. The Parish Volunteer Screening Committee should act in consultation with the Pastor to insure that the appropriate forms are completed for each volunteer and that the completed forms are filed in accordance with the procedures set out in the manual. The Pastor remains the ultimate decision maker for the parish and has the last say on whether an individual will be permitted to serve in a specific ministry. Only the Pastor may review Criminal Record Check Reports and decide whether something in the criminal record check prevents an individual from serving in a specific High Security Volunteer Ministry Position.

In every parish there are a variety of ministry positions filled by parishioners. The Volunteer Ministry Position descriptions provided are for the most common ministries in a parish. The activities and responsibilities listed for a specific ministry may differ in your parish.

- The “Other Specifics” box should be used to list the activities and responsibilities that are particular to your parish.
- The parish must also determine how long the term will be for each Volunteer Ministry Position and insert the term into the space provided in the description.
- Additionally, the parish must complete the time commitment under the benefits and working conditions section of the description.

If there is no Volunteer Ministry Position description for a ministry position in the parish, the “*New Ministry Position Description Form*” must be completed by the Parish Volunteer Screening Committee. The newly created ministry description should be inserted into the parish’s manual. A copy must be sent to the Archdiocese of Regina, Parish Pastoral Support Services 200 – 2151 Scarth Street, Regina, SK S4P 2H8.

In most parishes there are self-regulating groups operating, such as the Catholic Women’s League, the Knights of Columbus, Regnum Christi, Familia (Conquest Boys Club and Challenge) and St. Vincent de Paul Society to name a few. These organizations have processes in place that govern their members. No Volunteer Ministry Position descriptions have been included for positions within these groups and no Volunteer Ministry Position Descriptions description is required for them. However, **if a member of a self-regulating group wishes to participate in a parish Volunteer Ministry Position, that member must comply with the Protocol.**

In cases where a self-regulating group from outside the Archdiocese has been invited to work with children/youth, a letter confirming their training, authorization and safety review will be requested and retained by the parish or the office of the Youth Coordinator at the Archdiocese of Regina.

Forms have been provided for a variety of purposes and the parish must use the appropriate form for each applicant. No forms other than those provided shall be used. There are different forms for General Security Volunteer Ministry Positions and for High Security Volunteer Ministry Positions. The appropriate form must be completed with the parish name and then dated and signed as indicated on the form.

High Security Volunteer Ministry positions require the volunteer to provide references and a Criminal Record Check Report. The Parish Volunteer Screening Committee must contact the references and complete the appropriate form for each reference. The applicant must provide the Criminal Record Check Report directly to the Pastor for the parish as set out in Step 7 of the manual. (*see Section Two – Guidelines - Criminal Record Check Procedures*). The Pastor will ensure that the Criminal Record Check Report is filed in a separate secure location accessible only to the Pastor.

Once completed, all forms are confidential and must be viewed only by the members of the Parish Volunteer Screening Committee, the parish Pastor, the Archdiocese and the Archdiocese insurer who may review the forms for audit purposes only. Except as specified otherwise in this manual, no information provided in the forms should be released to anyone without the express written consent of the individual who completed the form. (*see Section Three – Forms – Volunteer Authorization to Release File*.)

**The forms must be retained in the volunteer's file and must not be provided to the coordinator of the ministry involved.** Once a volunteer has been approved to work in a particular position the coordinator must only be provided with the volunteer's name and contact information.