



## Archdiocese of Regina

### PARISH VOLUNTEER SCREENING COORDINATOR

#### Overview

Under the direction of the Pastor the Parish Volunteer Screening Coordinator oversees the procedural requirements of the *Protocol for Responsible Ministry* in the parish. The Parish Volunteer Screening Coordinator ensures the appropriate management of all screening documentation.

#### Activities/Responsibilities

- Participates as a member of the Parish Volunteer Screening Committee with all the responsibilities of that ministry position.
- Liaises with the Parish Volunteer Screening Committee and the Coordinators of each specific parish ministry regarding the collection of screening documentation for all volunteers.
- Provides progress reports to the Pastor
- Assists Parish Volunteer Screening Committee in the carrying out of their responsibilities.
- Ensures the appropriate screening documentation of all volunteers in general and high security ministry positions.
- Links between the Parish and the Archdiocese of Regina regarding progress reports, program management and support.
- Manages and secures all Parish Volunteer Screening files.
- Attend training session(s) to become knowledgeable of Parish Volunteer Screening Program and for information regarding the administrative functions of this position.

#### 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.
- Has good leadership and facilitation skills.

- Must have the ability to keep information strictly confidential.
- Experience in Parish Ministry as a volunteer.
- Appointed to this ministry by the Pastor.

## **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.
- 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) facilitated by the Archdiocese of Regina.

## **Participant Group**

- Parish Volunteer Screening Committee Members, Ministry Coordinators, parishioners engaged in ministry within the Parish community.

## **Support, Supervision, and Evaluation**

- The Parish Volunteer Screening Coordinator is directly responsible to the Pastor. The Pastor is the first level of support, supervision and evaluation.

## **Length of Ministry**

- Two year term.

## **Benefits and Working Conditions**

- This position may be filled by the Pastor, a parish volunteer or a paid staff person
- 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 further develop leadership and organizational skills.
- Good training & experience for those seeking advancement in the fields of Volunteer Administration and Human Resources.
- 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 his designate. This position may be filled by the Pastor.
- Participant follow-up will be conducted.

**This ministry position description accurately reflects the Ministry of Parish Volunteer Screening Coordinator currently practiced within the Archdiocese of Regina at**

Parish.

(Parish Name)

\_\_\_\_\_  
Signature of Pastor

\_\_\_\_\_  
Date

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

Section Four  
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