

STEP 4 **VOLUNTEER INFORMATION FORM PROCEDURES**

Who will complete a Volunteer Information Form?

All parishioners who are engaged in parish volunteer ministry positions and every parishioner that wishes to volunteer in a parish ministry position must complete the appropriate Volunteer Information Form. Those volunteers under 18 years of age must complete a Youth Volunteer Information Form.

Incomplete Volunteer Information Forms

The original printed form must be complete in its entirety before a volunteer can begin his or her duties.

Actions To Be Taken

- The Parish Volunteer Screening Committee will supply the Volunteer Information Form.
- The Parish Volunteer Screening Committee will then collect the Volunteer Information Form and ensure it is appropriately filed.

For High Security Positions, Advise the Volunteers of the Possible Sources as References

Possible sources include:

- Friends
- Neighbors
- Work Associates/ Employers
- Teachers & Coaches
- Medical Practitioners & Other Professionals
- Other Agencies

NOTE: Pastors, other Clergy and members of the Pastoral Team must not be used as references

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