

**DIOCESE OF CHARLOTTETOWN  
PASTORAL VOLUNTEER SCREENING COORDINATOR**

**Overview**

This position coordinates the parish volunteer screening program with the pastor, screening committee and the leaders of various parish ministries. The coordinator appointed by the pastor, works with the screening committee and ensures the appropriate management of all screening documentation.

**Activities and Responsibilities**

- Leads and Participates as a member of the parish screening committee.
- Liasies with the Parish Screening committee and the Coordinators of each specific parish ministry regarding the procedures and the collection of documentation for all volunteers.
- Provides progress reports to the Pastor and the Diocesan Screening committee.
- Ensures that all positions are described as general or high risk.
- Manages and secures all Parish Volunteer Screening files.
- Attends on-going formation sessions that are provided by the Diocese.

**Skills, Experience and Personal Qualities**

- Is a fully initiated adult member of the Church in good standing.
- Has been registered with the parish for 2 years or recommended by a former parish.
- Is a good listener and communicator with organizational skills.
- Has some experience in Pastoral ministry as a volunteer.
- Desires to serve the community and to commit time and talents to this ministry.
- Is responsible, flexible, trustworthy, confidential and comfortable to interview volunteers.
- Is able to work with others on sensitive and confidential issues.

**Screening Recommendation**

This is a **High Risk** Position, needing the completion of a Volunteer Information form, an interview and reference checks and a Vulnerable Sector Criminal Record Check.

**This ministry position description generally describes the Ministry of Parish Volunteer Screening Coordinator currently practised within the Diocese of Charlottetown.**

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Parish Volunteer Screening Committee

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Pastor

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Date

*Adaptation by the Diocese of Charlottetown May, 2010*