

## **DIOCESE OF CHARLOTTETOWN**

### **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 the ministry positions in the Parish.
- Work with the leaders of each Parish Ministry to develop ministry descriptions using resources provided by the Diocesan Pastoral Screening Committee.
- Screen all parishioners who are engaged in general and high risk ministry positions by using the appropriate screening procedures.
- Work with the Parish Volunteer Screening Coordinator.
- Uses the 10 Safe Steps for screening all persons in volunteer positions at the Parish.

#### **Skills, Experience and Personal Qualities**

- Is a fully initiated adult member of the Catholic Church in good standing.
- Is registered with the parish for at least 2 years or recommended by former parish.
- Is a good listener, effective communicator, and has good organizational skills.
- Must have the ability to keep information strictly confidential.
- 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; comfortable with confidential and sensitive issues.

#### **Screening Recommendations**

This is a **High Risk** position. Needing completion of a Volunteer Information Form, an interview and personal reference checks conducted by the Pastor and a Vulnerable Sector Criminal Record Check is required.

**This ministry position description generally reflects the Ministry of Parish Volunteer Screening Committee Member currently practiced 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*