

SCREENING IN FAITH

FOR RESPONSIBLE MINISTRY



ROMAN CATHOLIC DIOCESE OF PEMBROKE

2004

REVIEWED AND UPDATED MAY 2009

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OFFICE OF THE BISHOP

Monday, June 22, 2009

Dear Brothers and Sisters in Christ,

Enclosed you will find the revised *Screening in Faith* directory that has been updated since the previous edition mandated under Bishop Richard Smith. This important project is ongoing, as the screening process must be kept current in order for it to continue to be an effective means of protecting all of the People of God.

I am aware that the continued implementation of this project requires an investment of time and resources from our priests, deacons and lay faithful, and I wish to thank you for your continued commitment for making our parishes a safe environment for all.

With prayers for continued blessings on our diocese, I remain,

Sincerely yours in Christ

† Michael Mulhall
Bishop of Pembroke

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- The Ontario Conference of Catholic Bishops for providing Provincial Guidelines for the Development of Diocesan Screening Policies.

The Archdiocese of Toronto and Ottawa, and the Diocese of St. Catharine's for providing copies of their screening manuals as well as guidance and direction.

- Finally, a special word of thanks to those who travelled, consulted, drafted and prayed over the preparation of these screening measures for the spiritual good of our Diocesan Family.

RESPONSIBLE MINISTRY

INTRODUCTION

In order to provide the highest possible level of safety and security to everyone involved in parish ministry, the Diocese of Pembroke is presenting a screening policy for all staff and volunteers serving in the Diocese. Screening is designed to create and maintain a safe environment for all. The decision to develop and implement such a policy is based on values that are of paramount importance to everyone who serves the needs of the people of God. Values such as trust, justice, and accountability form the basis of the screening process called *Screening in Faith for Responsible Ministry*.

The screening process assures that the most suitable match is made between volunteers and the ministries available. Screening measures are developed in order to minimize risks to persons receiving assistance, as well as those serving in parish ministry. It is important to note that it is the nature of the ministry and the risks involved that dictate the need for screening, not the character of those involved in the ministry. Factors such as participants, activities, setting, and supervision determine the level of risk involved. For example, ministry of the sick, involving one to one interaction between a volunteer or staff member and a frail, elderly person in his/her home will be designated as 'high risk', while an adult prayer group meeting in the parish hall can be considered a 'low risk' activity. All parish ministries will be assigned a risk level and the appropriate screening measures for that level will be conducted.

Risk management endeavours to identify risks and problems which might arise and then to take steps to avoid, control, eliminate and minimize those risks for everyone concerned. Ask the critical question: What could go wrong and how could it be avoided? Even well intentioned persons may overstep boundaries and, in doing so, cause harm to vulnerable individuals.

We ask that every parish in the Pembroke Diocese establish a Volunteer Screening Committee which will receive appropriate training, resources and support in the implementation of this initiative. The screening process will become a permanent measure in the operation of our parishes and Diocese. All staff and volunteers who serve in the Diocese will become part of this process. Guidelines, timelines and resources will be prepared by the Diocese for parish use.

The *Screening in Faith for Responsible Ministry* Program has been developed to ensure the protection and safety of all of the people of God – the vulnerable, volunteers, paid staff, and indeed, the Church itself.

PREAMBLE

The Roman Catholic Faith Community of the Diocese of Pembroke is intent on offering appropriate, helpful and safe programs to the community. Experience has shown that most people who offer their time, talent and energy to help in offering these programs serve with love and dedication and do great good.

However, we also are aware that certain people take advantage of organizations that have lax or non-existent screening procedures. They gain access to vulnerable persons, win their confidence and trust, and bring immeasurable harm to them and their families.

Our faith community can better protect those who minister in our parishes and diocese through the development, adoption, and implementation of thorough, appropriate, consistent and on-going screening measures, for volunteers and paid staff.

At all times, the goal – protection and safety of our people, our volunteers, our paid-staff and our Church – will guide our intentions and actions.

STATEMENT OF PURPOSE

It is the purpose of the Roman Catholic Diocese of Pembroke:

1. To safeguard all of those to whom we minister, but most especially the vulnerable.
2. To ensure the integrity, safety and reputation of our volunteers and paid staff.
3. To ensure that, as a faith community, we fulfill all of our obligations.

POLICY STATEMENT

1. The Diocese shall develop a screening policy and procedures for all paid staff and volunteers serving in the Diocese.
2. The Diocese shall provide training sessions and resource materials to the pastoral zones to assist in setting up Volunteer Screening Committees in each parish.
3. The Screening in Faith for Responsible Ministry Program shall be implemented as soon as feasible in each parish.
4. This document shall be reviewed and updated at least once every five years.

PROTOCOL FOR ALL POSITIONS

All paid and volunteer positions within the Church will have the following procedures:

- ❖ Description of the ministry
- ❖ Invitation and selection process
- ❖ Appropriate training
- ❖ Support and feedback

IMPLEMENTATION PLAN

- ❖ The development of the *Screening in Faith for Responsible Ministry* program for volunteers and paid staff will be undertaken as soon as possible for the good of the Church Family of Pembroke.
- ❖ **Current volunteers and new recruits** will be brought into the process as appropriate to the risk level of the ministry. (c.f. Section Four, Page 4)
- ❖ **The screening in Faith** process is a permanent feature of our Diocesan and Parish Operations
- ❖ All questions or difficulties in arriving at an acceptable solution should be referred to the Office of the Bishop or to the Parish Priest responsible for the parish concerned.

SECTION ONE: INTRODUCTION

Purpose

The Volunteer Screening Manual is intended to assist parishes in the effective and appropriate management of volunteers. This manual provides policies and procedures relating to the screening of volunteers together with standardized forms that are to be used for the screening process. The purpose of the screening initiative is to protect all those, and most especially the vulnerable, for whom ministry is provided. In so doing, parishes likewise fulfil their obligations to their volunteers by establishing safeguards to insure their safety and protect their reputation.

Screening Process

Screening volunteers is a process designed to create and maintain a safe environment. This process involves identifying any activity or ministry position that could place children, youth or other vulnerable persons at risk of being harmed.

The screening process involves assessing risk, writing our position descriptions, discerning the suitability of an individual for a volunteer position and the subsequent training, supervision and evaluation of those involved. The process also ensures that the most appropriate match is made between the volunteer and the position.

Terminology

Due Diligence

The thoroughness and care that a prudent and reasonable person is expected to use in the evaluation of risks arising from a given activity.

Duty of Care

A general principle of civil law that requires an organization to do everything it reasonably can to adopt measures that care for and protect the participants. It is the moral, legal and spiritual obligation that is owed to another, whether it be to the volunteer or to the recipient of the volunteer's ministry.

Participants

A generic term used to describe those who participate in programs or receive services from ministries.

Positions of Trust

1. Situations in which someone has a significant degree of authority or decision-making power over another and/or unsupervised access to another person and to his or her property.
2. Situations which by their very nature involve the possibility of developing a close, personal relationship between individuals as in mentoring, counselling or home visitation programs.

Risk Management

Screening is an exercise in risk management. Upon an assessment of the possibilities of risk arising from programs, activities or services, steps are then taken to eliminate, prevent or minimize the risk.

Vicarious Liability

The liability an organization assumes for the actions of those who function on its behalf.

Volunteer

An individual who chooses to undertake a ministry position or activity provides this ministry for an individual or in the service of a parish or the diocese freely carries out the activity and does not receive a salary or wage for this service.

Position Description

A position description is an explicitly stated list of expectations and conditions under which a person functions as a volunteer.

Vulnerable Person

A vulnerable person is one who has difficulty protecting himself or herself from harm and is at risk because of age, disability or other circumstances such as emotional distress due to crisis or trauma.

Committees

Upon the recommendation and appointment by the pastor, two to five members of the parish are to serve on a screening committee. Members of the committee are to familiarize themselves with the diocesan policy, the procedures for screening and are to receive the necessary training in order to undertake the task of volunteer screening. If deemed necessary for pastoral sensitivity, two or three small parishes may collaborate to create one common screening committee to achieve their screening objectives, with due regard for the “smallness of the places”.

Tasks

- together with the leaders or coordinators of each of the various ministries, develop position descriptions according to the examples presented in the manual
- determine the risk level of each of the ministries in the parish
- initiate the screening process beginning with volunteers involved in high risk ministries, and concluding with those in low risk positions
- ensure that each person completes a Volunteer Information Form
- schedule, conduct and document interviews
- contact references and receive a completed Police Records Check
- together with the pastor, ensure the proper storage of all documentation

Qualifications

- a practising Catholic
- responsible, trustworthy, reliable and flexible
- skilled at organizing, interviewing and listening
- able to maintain confidentiality
- some volunteer experience

Orientation and Training

- the diocesan screening coordinator is to provide orientation for all original committee members
- past and present committee members are to train new members

Supervision and Evaluation

- the screening committee is directly responsible to the pastor
- the pastor has the responsibility of evaluating the screening committee

Risk Assessment and Screening Requirements

- member of the screening committee are to be screened by the pastor according to the procedures requires for those in high risk positions

Liability Insurance

Re: Volunteer Screening Process

Statement of coverage from Catholic Mutual Relief Society of America, insurance provider for the Roman Catholic dioceses of Ontario.

It is understood that the Diocese of Pembroke, will have volunteers and employees responsible for screening other volunteers or employees, or alternatively, training others to carry out the screening process. To the extent that these individuals are carrying out these responsibilities on behalf of the Diocese of Pembroke, they would fall within the definition of insured, and enjoy the full coverage of the liability policy.

SECTION TWO: SCREENING PROCESS

Volunteers

The screening requirements may vary from one volunteer position to another depending upon the level of risk associated with a particular ministry. A volunteer who is alone with a vulnerable individual, for example, necessitates a more thorough screening than a volunteer who participates in a group setting. Nonetheless, there is always a risk. Screening begins before an individual starts volunteering and ends only after the individual leaves the ministry. The ten step process below is divided into three sections: before selecting volunteers, the selection process and managing volunteers.

Ten Step Process

Before Selecting Volunteers:

1. Determining Risk
2. Position Descriptions
3. Recruitment Process

Selection Process:

4. Forms
5. Interviews
6. Reference Checks
7. Police Records Check
8. Record Keeping and Confidentiality

Managing Volunteers:

8. Orientation and Training
9. Supervision and Evaluation
10. Participant Follow-up

ONTARIO SCREENING INITIATIVE

“TEN STEPS IN THE SCREENING PROCESS”

Prior to selecting candidates:

1. Determine the Risk

Will the person be in a situation where he or she is alone with children, elderly, or other vulnerable persons?

2. Write a Clear Position Description

Describe the elements of the position so that expectations are clear.

3. Establish a formal recruitment process

When recruiting new volunteers or employees, the screening procedures should be mentioned as part of the recruiting process

The selection process:

4. Use the application form as provided in this manual

5. Conduct interviews

All new employees and volunteers that require screening should be interviewed by a small group of members of the parish and from the Screening Committee

6. Follow up on references

Check the references supplied by the candidate volunteer or employee

7. Request a Police Records Check

A Police Records Check will provide additional information about the suitability of the candidate or not

Managing the Candidates:

8. Conduct Orientation & Training Sessions

The volunteer or employee deserves to be trained in their new position. Orientation helps them to learn about the policies and procedures of the parish

9. Supervise and Evaluate

The higher the risk, the more supervision that is required. The volunteer or employee should be given feedback on their performance. This feedback should be documented at least annually.

10. Follow up with Program Participants

The program participants should be contacted for their input about the volunteers and employees. These comments should be documented.

SECTION THREE: BEFORE SELECTING VOLUNTEERS

Step One: Determining Risk

The Nature of the ministry and the inherent level of risks involved dictate the need for screening. Consequently, the greater the risk the greater the degree of screening to be completed. When in doubt as to the level of risk, a position is to be categorized as high risk. The following factors help determine the level of risk: the participant, the setting, the nature of the activity and the level of supervision.

The participant

The vulnerability of the persons being served is to be taken into account. Small Children, teens, the physically or mentally challenged, and seniors are the most vulnerable. A vulnerable adult is someone who does not have full use of his or her faculties or who is experiencing the effects of trauma or abuse and is unable to function and reason clearly.

The setting

The setting is the context in which a ministry is provided. The following questions may help to establish criteria for determining the risk: Where is the activity taking place (for example, in someone's home, a parish centre, in a public or private place)? Are the participants meeting on a one-to-one basis or with others?

The nature of the activity

The relationship established between participants is important. The following questions may help to establish criteria for determining the risk: What authority (if any) does the volunteer have in a given ministry? Is the volunteer in a position to establish a close relationship with the participant (for example, as a mentor)? Is the volunteer involved with very emotional or traumatized participants? How often do the participants come together?

The level of supervision

The Level of supervision may vary from one ministry to another. The presence or absence of supervision helps to determine the risk (for example, if a ministry always requires supervision and it takes place in a group setting, the risk would be lower than an activity that has no supervision and takes place one-to-one).

Summary

The need for screening reflects the nature of a given ministry and the inherent risks. The level of risk may be determined by the participants, the setting, the nature of the activity and the level of supervision.

Defining Risk Levels

Volunteer positions are to be assessed for risk according to one of these two levels:

- **Low Risk:** Volunteers who participate in a group setting, who have minimal or no contact with children or other vulnerable people, and who have minimal access to confidential information.
- **High Risk:** Volunteers who participate in ministries that involve an on-going intensive or one-to-one interaction with vulnerable people, such as children and seniors as well as volunteers who are in a position to exert influence over youth. This includes volunteers who have access to confidential records, money, and the physical premises.

Volunteers must agree to be screened according to the level of risk that is determined for the position in which they serve. Volunteers who are involved in more than one ministry are to be screened for the position with the highest level of risk. If a volunteer changes positions and assumes a ministry with a higher risk, that person is to be screened again according to the corresponding level of risk.

The only persons who are not to be considered within one of these categories are the special event volunteers. These are volunteers who help out only for special events within the parish (such as Fall Fiestas, Spaghetti Suppers and Bake Sales), but do not belong to a specific ministry. These volunteers should be asked to sign in, so a record of them is kept on file. The sign-in-sheet should include the name of the parish, the activity, and the date the event takes place. Volunteers are to write down their names, addresses and phone numbers. In so doing, the parish has a list it can use to ask for help in the future and provide proof a person has volunteered.

Summary

- Volunteers are to be screened according to the level of risk that is determined for each position.
- Special event volunteers do not belong within any of the two levels of risk.

Risk Management

Risk management is a process of assessing potential problems and developing strategies for dealing with them. The following strategies are to be considered for risk management:

a) **Eliminate the risk**

Sometimes the risks associated with a given activity are too great and the potential consequences too damaging to assume. If this is the case, the ministry position is to be terminated or significantly altered.

b) **Modify the activity**

There may be ways of changing some aspects of a ministry or activity so that it reduces the risk. This modification may involve changing the way in which something is done, where it takes place, by whom it is carried out, or it may mean that a particular aspect of an activity is to be discontinued.

c) **Transfer liability**

In some cases, a choice may be made to have someone else, an individual or organization for example, take on part of a task and assume the liability for it. This outside party is usually a company or organization that can assume the risks because it has a particular professional expertise in an area that members of the parish do not have.

d) **Assume the risk.**

Having clearly identified the risks, assessed the probability of their occurrence, looked at the possible losses, and determined by consequences, a decision is then made to introduce or continue an activity or ministry and assume the risk.

e) **Minimize assumed risk**

Having decided to assume the risk, consideration should be directed towards further reducing the risks. The ongoing training and supervision of volunteers are two ways of further minimizing the risk.

All of those strategies taken together do not guarantee that everyone is completely protected. It is important that an ongoing effort be made to review, assess and document the steps that are being taken to reduce the risk.

SUGGESTED RISK LEVELS

(Sample format only)

	HIGH RISK	LOW RISK
PARTICIPANT	Child under 18 yrs Youth 19-24 yrs Challenged/disabled any age Infirm with illness or any emotional distress	Able-bodied Adult – 25-70 yrs
SETTING	Isolated Participant's home Room with doors & no windows Off-site private space Home Car Tents/cabins	Meeting room Meeting hall Church Off-site public space
ACTIVITY	One-to-one home visits/ Instructions/ counselling Overnight activity w/ vulnerable participants Physical activity Handling money Access to information: Financial/confidential	Group Bible study Decorating church or hall Usher reader Hospital/Nursing Home Visitation in Pairs
SUPERVISION	Little to none No documentation of Meetings/events	Supervisor always present Always in large group Documentation of every meeting

Risk Levels and Applicable Procedures

The extent of the screening process varies from one level of risk to another. Some tasks, especially those associated with low risk screening, may be delegated to the coordinator or contact person of the particular ministry. Volunteers within the Diocese of Pembroke are to be screened according to the following procedures.

Low risk Volunteers

- 1 receive a position description form prior to interview
- 2 fill out a volunteer information form (Form A)
- 3 receive appropriate orientation and training

High Risk Volunteers

- 1 receive a position description form prior to the interview
- 2 fill out a volunteer information form, a references form and a consent for reference checks form (Forms A, B and C)
- 3 have an interview conducted by the screening committee (Form 6-I or 6-J)
- 4 have references checked by the screening committee (Form 6D or 6-E)
- 5 provide a current police records check – original only
- 6 receive appropriate orientation and training
- 7 have supervisory checks and evaluation
- 8 provide annually a signed offence declaration

Step Two: Position Descriptions

A Parish Volunteer Screening Committee and the leaders or coordinators of the various ministries are to develop position descriptions for every ministry within the parish. This position description identifies the level of risk, outlines the tasks of the particular ministry, and sets the ground rules for the participants. Each of the position descriptions is to be dated, approved by the pastor and screening committee and updated annually.

The following outline serves as a suggested format in devising a position description.

1. **Name of Group/Ministry**
States the name of the group/ministry
2. **Accountability**
States from whom the volunteer is to take direction and to be accountable
3. **Purpose of Ministry**
Explains the service that the volunteer provides
4. **Participant Group**
Outlines those to whom the volunteers minister
5. **Activities and Responsibilities**
Lists the expectation for the volunteer in the exercise of his or her ministry
6. **Skills and Qualifications Required**
Identifies the characteristics and qualities required of the volunteer
7. **Time Commitment and Duration**
Identifies the time commitment that is required and the amount of time for which a person is to serve in a given ministry (for example, two hours every week for a two year period)
8. **Orientation and Training**
Outlines the manner and extent of preparation required
9. **Support, Supervision and Evaluation**
Outlines the support that is in place for the volunteer and the ways in which supervision and evaluations are to be carried out
10. **Risk Assessment and Screening Procedures.**
In consultation with the ministry leader, the screening committee identifies the risk and implements the corresponding level of screening

Summary

- Comprehensive position descriptions and risk assessments are the foundation for all screening measures
- The position description outlines the nature of the activity, the expectations incumbent upon the volunteer, the skills required, and the time-commitment involved.
- The position description identifies the screening measures to be followed.

Step Three: Recruitment Process

The recruitment of volunteers is normally conducted on a less formal basis than the recruitment of employees. The more informally that volunteer recruitment is carried out, the less conformable recruiters often are in applying formal screening steps. In a parish setting, there are ways to highlight the seriousness with which volunteer screening is being undertaken: printing or posting notices in the bulletin or hosting a ministry information day.

When an individual expresses interest in volunteering for a particular ministry, provide the person with a ministry position description and the screening methods applicable for that ministry. In so doing, the individual will have a better understanding of the expectations and the role that he or she is to assume. Since not every volunteer is necessarily suited for the ministry for which he or she applies, the process may help to connect a potential volunteer with a correspondingly suitable ministry.

In order to protect all those involved in ministry (both those who minister and those to whom they minister) potential volunteers are to observe the formal screening steps mandated for the diocese. There is no need to apologize for the fact that care is being taken regarding the screening of volunteers. Volunteers, especially those who are in positions of trust with vulnerable people, enjoy a sacred trust and are to be screened accordingly.

Summary

- Potential volunteers are to be made aware of the screening process.
- Recruitment materials must clearly state that all applicants are to undergo appropriate screening.
- Volunteering is a ministry and volunteers are to be placed in suitable roles.
- IT MAY BE BETTER TO HAVE NO VOLUNTEER THAN TO HAVE THE WRONG ONE

SECTION FOUR: SELECTION PROCESS

Step Four: Forms

A volunteer information form is to be completed for all ministry positions. The completion of this form is intended to ensure that adequate records are kept. This form collects such basic information as the individual's name, address, phone number, and any previous experience as a volunteer. This form provides the screening committee with the necessary permissions, when required, to conduct reference checks and police record checks. For low risk positions, only basic information is to be recorded.

For low risk positions, the ministry leader or coordinator is responsible for providing the volunteer with a position description and for the distribution and collection of the information for (Volunteer Information Form A). This form is then to be given to the pastor or the screening committee and is to be kept in a confidential file.

For high risk positions, the pastor or the screening committee is responsible for providing the volunteer with a position description and for the distribution and collection of the applicable forms (Volunteer Information Form A, References Form B, and Consent for Reference Checks Form C). These forms are to be kept in a confidential file. Members of the screening committee are then to follow up by conducting an interview, completing the reference checks and, when applicable, completing a police records check. In order to ensure that all the information has been gathered a checklist form (Form E) is provided.

Summary

- A volunteer information form is to be completed by all regular volunteers (excluding special event volunteers or occasional volunteers).
- An information form, a references form and a consent-for-reference-checks form are to be completed by all regular volunteers in high risk positions.

Step Five: Interviews

The interview is an extremely important step in the screening process. The interview provides an opportunity to talk to the potential volunteer about his or her background, talents, skills, interests and availability. The interview also provides an opportunity to explore any doubts that may arise about a person's suitability for a given ministry. An interview helps to determine the suitability of the volunteer for a particular ministry. During the interview, outline the responsibilities and convey the expectations of the high risk position. Please be well prepared in order to be thorough and to make the best use of time. An interview need not be long or difficult.

Instructions regarding interviews (to be conducted by at least two people):

- establish a safe environment, free of distractions and interruptions
- explain briefly the reason for the interview
- explain the interview process to the applicant; inform the applicant that notes are being taken
- describe the ministry and its expectations using the position description
- document the applicant's responses and keep them on file
- ask all applicants the same basic questions to maintain consistency

Interview questions are to encourage responses that help to evaluate:

- relevant work or volunteer related experiences
- ability to work with others
- integrity
- suitability
- initiative and judgment

The interview is to include questions directly related to risk concerns such as an individual's attitude and interpersonal style with regard to children or vulnerable adults.

Summary

- An interview provides important information about the applicant and provides an applicant with an understanding of the responsibilities and expectations of a particular ministry.
- Interviews are required for all high risk positions.

Step Six: Reference Checks

Reference Checks are to be conducted for all those who volunteer in high risk positions. Before proceeding, obtain the written permission of the applicant. References may provide further information about the background and skills of the applicant as well as an outside opinion on the suitability of the person for ministry. Reference checks may be the most effective screening step that is undertaken during the screening process. No exceptions are to be made.

Instructions regarding Reference Checks:

- obtain a signed release form before proceeding (Form B)
- initiate the conversation with a brief self-introduction and explain the reason for the inquiry
- verify that the person being addressed is the one whose name is presented as a reference
- upon mentioning the name of the applicant, listen carefully to the tone of the response
- ask the person if he or she is in a confidential setting and is able to speak freely
- ask open-ended questions that require more than a one word response
- maintain a written record of the interview using the record of reference check form (Form D) and save this information in a confidential file
- conduct more than one reference check in order to obtain a broader perspective
- update reference check if and when candidate changes from ministry to ministry

Summary

- Obtain the written permission of the applicant before proceeding with a reference check.
- Reference checks provide an important source of information about an applicant.

Step Seven: Police Records Check

A Police records check is required initially for all positions deemed high risk. The police records check must be original and no more than sixty (60) days old. Only the pastor and the screening committee may access the information obtained from the police records check. Annually thereafter the volunteer/employee in high risk position must sign an offence declaration (section 4 page 5A). These documents are to be kept in a sealed envelope in the volunteers file. A volunteer employee who leaves a ministry for a year or longer is required to provide a new police records check. If a volunteer/employee decides not to present a police records check the parish cannot accept this person for a high risk position. Should a conviction appear the pastor is to approach the volunteer/employee and ask that he or she provide details concerning the crime committed. A conviction does not automatically preclude an applicant from being a volunteer/employee unless the conviction pertains to some form of abuse. This decision belongs to the discretion of the pastor.

The limitations of a police records check include:

- reliable only up to the day conducted (a very recent conviction may not be cited)
- time lags arise when sending records from one country to another
- an individual may use an alias
- an individual may have obtained a “pardon” with such information no longer appearing in the person’s file
- information may not be available if a conviction occurred while an individual was a youth and within the scope of the Young Offenders Act

Summary

- All volunteers/employees in high risk positions are required to provide a police records check.
- annually thereafter employees/volunteers must sign a defence declaration (Form 6R)

DIOCESE OF PEMBROKE
FORM 6R
OFFENCE DECLARATION

THE VOLUNTEER WILL COMPLETE PART A OR B.

PART A: NO OFFENCES

I, _____ a volunteer with
PRINT NAME

_____ do certify that since the date of the Police records check
PARISH NAME

submitted to my parish as a condition of volunteering or employment in a high risk ministry or position that I have not been convicted of an offence under the *Criminal Code of Canada* or had any negative involvement, I acknowledge that making a false statement will be grounds for termination of my volunteer or employment position in the parish.

Date _____
Day/month/year Signature Volunteer/Employee

Part B: OFFENCES TO DECLARE

I, _____ a volunteer with
PRINT NAME

_____ do certify that since the date of my Police Record Check
PARISH NAME

As a condition of volunteering or employment in a high risk ministry or position that I have been convicted of an offence under the *Criminal Code of Canada* or have had negative involvement. Please providedetails. _____

I acknowledge that making a false statement will be grounds for termination of my volunteer or employment position in the parish.

Date _____
Day/month/year Signature Volunteer/Employer

Record Keeping and Confidentiality:

An applicant has the right to know and to expect that the sharing of personal information remains confidential. All information gathered either verbally or in writing is to be held in the strictest confidence. Only the volunteer/employee, the pastor, his delegate, and the Bishop are to have access to the information gathered for the purpose of screening. An applicant may examine his or her own file at any time and may insert documentation of his or her own.

An individual file is created for each volunteer/employee

An individual's file is to be kept in a secured filing system and is to include the following documents:

- Volunteer/employee information form
- Position descriptor
- Interview notes
- Reference check notes or letters
- Evaluation form
- Police records check and Offence Declaration in a sealed envelope
- Signed Ministry Covenant Form
- Oath of Confidentiality (Screening Committee)

Additional information may include

- Letters of praise/awards
- Certificates of training
- Performance evaluations
- Information submitted by the volunteer

Summary

- Information about a volunteer is to be held in confidence.
- Files are to be securely kept and updated annually while a volunteer is in a ministry position.
- Files are to be kept for a period of seven years after a volunteer has ceased in ministry. Files are then forwarded to the diocesan office and archived according to diocesan policy.

SECTION FIVE: MANAGING VOLUNTEERS

Step Eight: Orientation and Training

Orientation and training are an important part of the screening process. Screening continues through the early period of the volunteer's involvement and should be ongoing throughout the entire ministry. Ongoing vigilance on behalf of participants is a must – the responsibility does not end once the volunteer is in place.

In fairness to volunteers in particular, it is essential that orientation and training be provided to ensure that the individual is able to perform his/her ministry effectively. This will give confidence to the person undertaking the task and maintain a high standard of service to the community.

Applicants should be required to sign an acknowledgement form stating that they have read the screening policy, that they understand and will comply with it, and that they have attended required training/orientation.

A Volunteer should be considered "on probation" at least until the training period is complete. A three-month probation period allows both the parish and the individual to ensure that they have made the right choices; it offers each the chance to change their minds.

During the orientation and training period, your parish should achieve:

- ❖ Knowledge of the volunteer's approach, values, and work style. Role-playing may be used to explore some of these issues.
- ❖ Translation of the policies to the individual's role within the parish.
- ❖ Development of interpersonal skills in areas where each individual will be ministering.
- ❖ The final decision of whether the candidate is appropriate or not.

Parishes relying on volunteers are obviously reluctant to reject help. It is important however, to remember that the aims and responsibilities of the ministry need to be considered before the feelings of the individual volunteer. Being tactful and considerate of these feelings is important and will minimize any potential hard feelings with the applicant. It may be more sensitive to assign the applicant to another ministry more suitable to his/her talents.

Tips on re-assigning a volunteer or stopping a ministry:

- inform all volunteers of the length of any probationary period, and as well the term of the actual ministry assignment
- discern the motivation of the volunteer/employee about their ministering: what personal needs of theirs may be being met? Perhaps then assign the volunteer/employee to a more suitable and less risky ministry which may address his/her needs.
- if the volunteers/employees need to know why they may be re-assigned, inform them that their talents are not being put to the best use. You and the volunteer/employee can then explore in an open setting new ideas for ministry.
- if the volunteer/employee becomes insistent and you continue to believe there is a bad match, then you must modify or stop the ministry. Under no circumstance should you compromise the safety of your children or other vulnerable persons.

Orientation and training sessions provide opportunities to test our observations about individuals, and to observe them in different settings. Make orientation and training events mandatory, not optional. Refusal to attend or continuing excuses for not attending may signal a problem you must deal with.

Step Nine: Supervision and Evaluation

Feedback on volunteer performance should occur at least once per year; probably two or three times within the first year. Someone must be responsible to supervise the volunteer/employee, teaching him/her how best to execute the ministry, and periodically reviewing their performance. Instituting a formal supervision and evaluation process monitors the volunteer's /employee's performance in an ongoing basis - for the good of all parties.

If supervision and evaluation are new concepts to your volunteers, they may resist.

Overcome these barriers by clarifying the purpose of such evaluation:

- to ensure a standard level of practice;
- to improve the experiences of volunteers/employees and participants;
- to enrich individuals' experience and their ministry;
- to protect all participants.

All supervision and evaluation procedures should use the "ministry" as a reference point. During any evaluation interview:

- ❖ go point by point through the ministry descriptor;
- ❖ ask volunteers/employees to comment on their own sense of accomplishment and enjoyment levels in their ministering;
- ❖ be open to new ideas to better equip and support any volunteer/employee ministering;
- ❖ give the volunteer/employee feedback on their performance in each area;
- ❖ keep comments positive, but do clearly state any concerns;
- ❖ document the evaluation, if at all possible;
- ❖ have the evaluation signed by both volunteer/employee and supervising person
- ❖ file the document in a personnel record

The amount and degree of supervision and evaluation needed will vary with the risk-level of each ministry. ALL volunteers/employees need to be periodically observed and given feedback. Any cause for concern deserves immediate action.

Step Ten: Participant follow-up

It is important to make volunteers aware of the follow-up activities that may take place after they have begun their volunteer/employee contribution. Ensure that volunteers/employees are fully aware that any follow-up is associated with the level of risk in their specific ministry.

Regular contact with participants and their families:

Ongoing and regular contact with program participants and their family members can effectively deter someone who might otherwise go undetected and do harm.

It is important and vital that the parish inform all volunteers/employees that risk management procedures are firmly in place, including:

- regular supervision
- evaluation
- contact with program participants and their families

Random spot-check:

It should be made clear when the volunteer/employee joins a ministry that random spot-checks will be conducted in high-risk situations. It may also be appropriate to make clear to the program participants, that risk-management and screening measures will be taken by the parish for the protection of all parties.

Diocese of Pembroke
Form "A"

VOLUNTEER / EMPLOYEE INFORMATION

Date: _____ Parish _____

Volunteer/Employer: _____ Group/Ministry: _____

Address: _____

City: _____ Prov: _____ Postal Code _____

May we contact you at work: _____ Telephone (Bus.): _____

Email Address: _____ Telephone (Res.) _____

How long have you lived at this address?

If less than six months, please provide your previous address: _____

If you are a current volunteer/employee with this parish, please indicate the ministries in which you have served and the length of time involved. _____

What volunteer/employee position or positions are you interested in? Why? _____

Please provide details of any other volunteer experience. _____

What times do you have available for volunteering?

Weekly: _____ Monthly: _____ Occasionally _____

Daytime: _____ Evening: _____

DATE: _____
Day/Month/Year

Signature

Diocese of Pembroke
Form "B"
REFERENCES
(High risk position)

Please provide THREE references (friends, professionals, work or volunteer associates, ministry leaders)

Date: _____ Parish: _____

Volunteer /Employee Name: _____ Group or Ministry: _____

REFERENCES

1.

Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone (Bus.): _____ Telephone (Res.): _____

Relationship to applicant: _____

2.

Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone (Bus.): _____ Telephone (Res.): _____

Relationship to applicant: _____

3.

Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone (Bus.): _____ Telephone (Res.): _____

Relationship to applicant: _____

Diocese of Pembroke
FORM "C"
Consent for Reference Checks and Police Records Check
(high risk position)

Please fill out this consent form for the release of information from your references.

I, _____ authorize _____
Volunteer/Employee (please print) Parish

Screening committee to contact the references I have provided and to collect personal information appropriate to the volunteer position in which I am interested (high risk position)

I also grant permission to request and review a police records check (for high risk positions only).

I understand that the information obtained will be held in confidence.

Date (Year/Month/Day)

Volunteer/Employee (please sign)

**The following page (6-D) is a resource
Intended for a “live” interview
With the reference – person**

**Pages 6-E, 6-F, 6-G
are intended to be handed
to a reference – person
to be filled in at their convenience
by their own selves,
and then returned
to the Screening Committee or Persons.**

Diocese of Pembroke
FORM "D"
Questions for Reference – Persons
(High risk)

Date: _____ Parish: _____

Volunteer: _____ Group/Ministry: _____

Telephone (Bus.): _____ Telephone (Res.): _____

Contacted and interviewed by: _____

1. How long have you known the volunteer? _____
2. In what capacity do you know him/her? _____
3. What is your current relationship with the volunteer? _____
4. What are the volunteer's strengths and weaknesses in regard to working with others (specify what group the volunteer will be working with: children, seniors, vulnerable adults)?

5. How would you feel about the volunteer working one-on-one with **your** family members (children or elderly relatives)? _____

6. How would you describe the personality and temperament of this person? _____

7. How does this person handle supervision or working independently? _____

8. Is there anything else you would like to tell me about this volunteer? _____

9. Is there any reason you know of why the person would not be able to perform the duties necessary for this position? _____

Parish Responsible Ministry Coordinator: _____
Parish: _____
Address: _____

WRITTEN REFERENCE CHECK

Throughout the province, volunteer organizations and churches are asking their volunteers/employees to provide references. This is done to assure the safety of children, the elderly, vulnerable adults and the volunteers/employees themselves. The information on this form remains in a confidential file in our parish and will not be shared with any outside organizations or institutions.

_____ Is interested in
(Applicant's name)

volunteering at _____ Parish and thus, has been asked
(Parish name)
to provide references. This person has submitted your name and address.

We wish to receive current, accurate information. The information you provide will be an important tool in our decision-making process. Please base your assessment of this person on your experience of the work you have done together. Again, your comments will be held in strict confidence. We expect that this will take about 15 to 20 minutes of your time. **Please complete this form and return it to the coordinator named above.**

POSITION SUMMARY

Title:

Responsibilities:

[Specific details to be entered for each ministry position]

Please PRINT your name: _____

What is your relationship to the applicant? _____

How long have you known each other? _____

How would you describe this individual's ability to keep information confidential?

Please circle the appropriate number:

	Unsatisfactory					Outstanding				
Dependability:	1	2	3	4	5	6	7	8	9	10
Trustworthiness:	1	2	3	4	5	6	7	8	9	10
Honesty:	1	2	3	4	5	6	7	8	9	10
Stress Management:	1	2	3	4	5	6	7	8	9	10
Respect for others	1	2	3	4	5	6	7	8	9	10
Leadership Ability:	1	2	3	4	5	6	7	8	9	10
Role model for others	1	2	3	4	5	6	7	8	9	10
Emotional stability:	1	2	3	4	5	6	7	8	9	10
Tolerance of diversity:	1	2	3	4	5	6	7	8	9	10
Commitment:	1	2	3	4	5	6	7	8	9	10
Team Worker:	1	2	3	4	5	6	7	8	9	10

How would you describe the individual's personality and temperament?

How well does this individual work on her/his own:

What would you identify as this individual's strengths?

What would you identify as this individual's weaknesses?

Would you recommend this person for other ministries in our Parish?

Signature: _____

Date: _____

**We sincerely thank you for your time in providing information
And returning this form
To the person listed at the top of this form.**

DIOCESE OF PEMBROKE

Screening Check List

For Screening Committee Use Only

Name of Volunteer: _____

After providing the volunteer/employee with a position description of the particular group/ministry, please ensure that the following are completed.

- Volunteer Information Form Date: _____
- References Date: _____
- Consent for Reference Checks Date: _____
- Consent for Police Records Check Date: _____
- Reference Checks Completed Date: _____
- Interview Date: _____
- Police Records Check Retained Date: _____

IF APPLICABLE:

- Orientation and Training Date: _____
- Supervision and Evaluation Date: _____

This volunteer has met all the requirements of the Diocese of Pembroke Screening Initiative and has been accepted by the parish screening committee.

Screening Coordinator: _____ Date: _____

Pastor: _____ Date: _____

**Diocese of Pembroke
FORM " I "**

**Sample Interview Questions
(general)**

Date: _____ Parish: _____

Volunteer: _____ Group/Ministry: _____

Interviewed by: _____

1. Have you read the ministry position description and do you understand it?

2. What prompted you to apply for this position?

3. Where were you living and what lead you to move (applicable to a person who has lived in the area less than six months)?

4. What expectations do you have for this volunteer position? _____

5. Have you had any volunteer experience? Please indicate. _____

6. What do you do in your leisure time? _____

7. Please indicate the way in which you hope to make a positive contribution in this ministry?

8. Do you have any questions or comments? _____

**Diocese of Pembroke
FORM "J"**

Specific Interview Questions

(specific to children, teenagers, seniors or other vulnerable adults)

Date: _____ Parish: _____

Volunteer/Employee: _____ Group/ Ministry _____

Interviewed by: _____

1. Have you read the ministry position description and do you understand it?

2. What prompted you to apply for this position? _____

3. Where were you living and what lead you to move (applicable to a person who has lived in the area less than six months)? _____

4. What expectations do you have for this volunteer position? _____

5. Have you had any volunteer experience: Please indicate. _____

6. What do you do in your leisure time? _____

7. Please indicate the way in which you hope to make a positive contribution in this ministry?

8. Do you have any questions or comments? _____

MINISTRY COVENANT

I, _____

of the Parish of _____

acknowledge that I have received the following documents:

- The Ministry Descriptor for the ministry in which I will serve
- The Guidelines for working with children (9.2)
- The contact information of the Ministry Coordinator with whom I will be working

I have provided the Parish with the following documents:

- Completed and signed Volunteer Information Form
- Police Record Check for High Risk Ministry Positions (if required)

I agree to carry out my responsibilities as _____
(name of ministry)

I understand the responsibilities of the Ministry and agree to meet them.

I understand the limits of this ministry and that I represent this Parish as a volunteer/employee, only when I am functioning as described in the Ministry Descriptor.

VOLUNTEER

Print Name _____

Signature _____ Date _____

The Parish will provide the necessary training, resources and support to assist in this volunteer activity.

Parish Responsible MINISTRY COORDINATOR:

Print Name _____

Signature _____ Date _____



DIOCESE OF PEMBROKE VOLUNTEER SCREENING COMMITTEE

Oath of Confidentiality

I, _____ agree that I will keep confidential any personal information
(Please print name)
about volunteers/employees and potential volunteers/employees, whether acquired either in
verbal or written form that comes to me as a result of carrying out my responsibilities as a
member of the Volunteer Screening Committee of _____
(Name of Parish)

(Screening Member's Signature)

Signed and witnessed in my presence

(Date)

(Pastor's Signature)

(This completed document is to be placed in the Volunteer Screening Committee Member's file.)

MINISTRY SURVEY (1 OF 2)

Parish Name: _____

Ministry Name:	Job description yes/no	Low → high RISK ?
PARISH PASTORAL COUNCIL		
EDUCATION		
RCIA PROCESS		
BAPTISMAL PREP.		
MARRIAGE PREP.		
SACRAMENTAL PREP.		
ADULT RELIGIOUS PROGRAM		
CHILDREN'S RELIGION PROGRAM		
LIBRARY		
CURSILLO MOVEMENT		
PRAYER GROUPS		
SCHOOL COUNCILS		
OTHER EDUC. PROGRAMS		
LITURGY		
LITURGY COMMITTEE		
EUCCHARISTIC MINISTERS		
LECTORS/COMMENTATORS		
ALTAR SERVERS		
MUSIC MINISTERS		
SACRISTANS		
HOSPITALITY MINISTERS/USHERS		
CHILDREN'S LITURGY		
GIFT BEARERS		
DECORATIONS		
MASS CO-ORDINATORS		
OTHER		

MINISTRY SURVEY (2 OF 2)

Parish Name: _____

Ministry Name:	Job description yes/no	Low→high RISK ?
PARISH AND COMMUNITY LIFE		
Special Needs Committee		
Pastoral Care Team		
Youth Ministry		
Marriage Enrichment		
Ministry to Seniors		
Parish Office Volunteers		
Legion of Mary		
Prayer Group		
Meditation Group		
Ladies Auxiliary		
Ministry to Singles		
Property Maintenance		
Volunteer Coordinator		
Volunteer Committee		
SOCIAL MISSION		
St. Vincent de Paul		
Interchurch Council		
Pro-Life		
Development & Peace		
Catholic Women's League		
Nights of Columbus		
Play Group		
Social Action		
Brownies, Guides, Scouts		
Street & Poor Ministry		
OTHER		
OTHER		
OTHER		

DIOCESE OF PEMBROKE

Form 6Q

EMPLOYEE INFORMATION

DATE:

NAME OF CANDIDATE:

ADDRESS:

CITY:

POSTAL CODE:

EMAIL ADDRESS:

TELEPHONE (RES):

ALTERNATE PHONE:

PARISH:

If you are a current employee with the Diocese please indicate the position(s) or ministry(ies) in which you have served and length of time involved. _____

If you are an employee candidate what position are you interested in and why? _____

Please provide details of any other employment experiences or related volunteer work. This includes previous parish employment or volunteer work. _____

DATE: _____
Day/Month/Year

SIGNATURE _____

DIOCESE OF PEMBROKE
Form 6R
REFERENCES
(EMPLOYEES)

Please provide THREE references (friends, professionals, work or volunteer associates, ministry leaders)

Date: _____ Parish: _____

EMPLOYEE NAME: _____ Group or Ministry: _____

REFERENCES

1.

Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone (Bus): _____ Telephone (Res): _____

Relationship to applicant: _____

2.

Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone (Bus): _____ Telephone (Res): _____

Relationship to applicant: _____

3.

Address: _____

City: _____ Postal Code: _____

Telephone (Bus): _____ Telephone (Res): _____

Relationship to applicant: _____

DIOCESE OF PEMBROKE
Form 6S
Consent for Reference Checks and Police Records Check
EMPLOYEES

Please fill out this consent form for the release of information from your references.

I, _____ authorize _____
Employee Name Parish

Screening committee to contact the references I have provided and to collect personal information appropriate to the volunteer position in which I am interested (high risk position).

I also grant permission to request and review a police records check (for high risk position only).

I understand that the information obtained will be held in confidence.

Date: Day/Month/Year

Volunteer (please sign)

POSITION DESCRIPTION

(sample format)

Name of Group/Ministry _____

Accountability _____

Purpose of Ministry _____

Participant Group _____

Activities and Responsibilities: _____

Skills and Qualifications Required _____

Time Commitment, Duration _____

Orientation, Training _____

Support, Supervision, Evaluation: _____

Risk Assessment: _____

Screening Procedures: _____

Date Approved: _____ Reviewed: _____

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____

SAMPLES OF MINISTRY DESCRIPTORS

The following are samples of ministry descriptors. The first three are considered low-risk positions while the following two are high-risk positions.

Lectors

The Lectors proclaim the living Word of God in the liturgical assembly. Lectors are to arrive early on the day they are scheduled to read. Training is provided and lectors are asked to attend a workshop once during the year. You can expect to serve approximately once every three weeks. Ministers are installed each September. Service to this ministry offers a wonderful opportunity to grow in the knowledge of the Scriptures. All persons wishing to serve in this ministry are to fill out a volunteer information form and meet with the pastor.

Mass Coordinators

Mass coordinators are responsible for the overall coordination of the Sunday Eucharist. This includes preparing the bread and wine, ensuring that the lectors and Eucharistic ministers and servers have arrived, choosing people for the collection and bringing up of the gifts. This can be undertaken by individuals or family groups. This is a great way for parents to teach their children more about our Sunday celebrations and about the responsibility of ministry to the community. Training is provided and all servers are asked to attend one workshop during the year. Ministers are installed each September. All persons wishing to serve in this ministry are to fill out a volunteer information form and meet with the pastor.

Hospitality

The Hospitality ministry is very active and visible in its many activities and fund-raising events. Some of its on-going activities might include Coffee Sundays, Breakfasts, Community Suppers and Bake Sales. They provide refreshments for various special events and celebrations throughout the year. Good organizational and culinary skills are an asset but not essential since on the job training will be provided by some more experienced members. Members of this group can expect regular monthly meetings and preparation time and assistance at events, and lots of friendly fellowship. If you are interested in this group, please fill out a volunteer information form and introduce yourself to the pastor.

Pastoral Care

The members of the Pastoral care team connect us to those who cannot join in our community life due to illness or other difficulties. They minister by personal visits to those who are ill in the hospital, in other institutions or at home. Support is offered through prayer, by providing comfort and encouragement. Pastoral care ministers may bring communion to those who request it. Volunteers wishing to participate in this ministry should be comfortable with the elderly and the very ill. A ten week pastoral Care course is mandatory before serving in this ministry. **Since workers make visits to private homes ministers are to be aware that this is determined to be a high-risk ministry. The procedures for high-risk ministry must be followed.**

Sacramental Preparation Team

The Parish Sacramental Team is a group of adult parishioners interested in helping the parish fulfill its responsibilities as one of the three partners (parish, home, school) involved in the preparation and celebration of the school age sacraments, Confirmation, Eucharist and Reconciliation. The team is reestablished every September and functions until the end of the Easter season. An evaluation meeting will take place in June. The Team leader is determined by the pastor. The team prepares for parent meetings, enrolment and sacramental celebrations. Team members are responsible for contact with the parents of children celebrating the sacraments informing them of the various events and procedures for the celebrations. Training is provided for all tasks. Those with good organizational skills are a welcome addition to this ministry. Parents may wish to be involved in this ministry while their child is preparing for the sacraments. Serving in this ministry can provide a better understanding of the initiation sacraments and the sacrament of reconciliation which can lead to more meaningful and relaxed celebrations. There are many ways in which one may assist in this ministry from making phone calls to helping to prepare children. If you wish to serve in this ministry, fill out a volunteer information form and meet with the pastor.

Volunteers in this ministry who are involved in the sacramental preparation of children are to be aware that this is determined to be high-risk ministry. The procedures for high-risk ministry must be followed.

FOR PARISHES AND ORGANIZATIONS SERVED BY

ONTARIO PROVINCIAL POLICE

A Provincial Police memorandum reminds the public that:

1. Police records checks are only one component of a successful screening process. By themselves they do not determine the admissibility of any candidate for a paid or volunteer position.
2. The applying agency must carefully establish its entire policy for engaging a volunteer or hiring an employee.
3. There are limitations of information in a police records check, notably:
 - a) Crimes committed but never brought to arrest/charge/trial/sentence will not appear therein;
 - b) A legal name-change may hide information available only under one's former name
it may be best to request applicants about name-changes
 - c) some provincial offences not under the Criminal Code of Canada, including some sexual abuse offences, may not show on police records at all;
 - d) records of charges/or convictions may take months to be posted onto the Canadian Police Information Centre (CPIC) system
4. The bottom line is that police records checks are a serious form of screening, and can provide useful information; however, they should never be the first, last, or only form of screening.

FOR PARISHES AND ORGANIZATIONS SERVED BY

ONTARIO PROVINCIAL POLICE

A REQUESTING INDIVIDUAL NEED ONLY:

1. fill in the form contained here (1.c-d),
“CONSENT TO DISCLOSURE OF PERSONAL INFORMATION,”
2. obtain on parish letterhead the parish’s request for police records check for someone working in a vulnerable sector (1. e)
3. present **in person** both forms 1.c-d and 1.e to the nearest detachment office
4. provide two (2) pieces of identification:
 - at least one with a photograph
 - something other than health card or SIN card
5. pay the FEE IF REQUIRED at the time:
 - No fee for volunteer positions
 - \$25.00 fee for paid positions



Ontario
Provincial
Police

Volunteer/Applicant Screening Process

Consent to Disclosure Of Personal Information

Note: This form to be used to assist the agency to determine the suitability of successful candidates for either full or part time employment and/or volunteer duties having direct contact with children or vulnerable persons.

The *Criminal Records Act* provides for additional information to be provided to a person or organization responsible for the well-being of one or more children or vulnerable persons. I am an applicant for a paid or volunteer position with such a person or organization, as defined by the Criminal records Act as described below:

Description of the paid or volunteer position	
Name of the person or Organization	Title
Details regarding the child(ren) or vulnerable person(s):	

Therefore, pursuant to a request by the above person or organization, I hereby consent to a search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, and been granted a pardon for, any of the offences listed in the schedule to the *Criminal Records Act*. I understand that pursuant to this consent, if I am determined to be the person named in a criminal record as described above, that record may be disclosed to the Ontario Provincial Police (OPP) and the OPP will then disclose that information to me and to the person or organization referred to above.

Release and Discharge

I hereby release and forever discharge Her Majesty the Queen in right of Ontario, The Commissioner of the Ontario Provincial Police and all members and employees of the OPP from any and all actions, claims and demands for damages, loss or injury however arising which may hereafter be sustained by myself as a result of the disclosure of information by the OPP.

Signature of Applicant _____ Date _____

Signature of Organization Witness _____

Identification Verified by _____

STAMP OF ORGANIZATION

Confidential

This record and the information contained therein, is being provided in confidence and shall not be disclosed to any person except as provided above.

The information provided is based on a name check only, and having a birth date as provided above.

- Fails to reveal any record relating to the above subject
- Indicates the following information may relate to the above subject

Letter of Request
(sample format on parish letterhead)

Date: _____

TO: _____
(Name and Address of Police Department)

(name of applicant) has consented to a police records check. He/she has agreed that the release of this information be entrusted to _____.
(name of parish) Screening Committee

(name of applicant) is interested in serving as a volunteer a sensitive position of trust. Volunteers are required to disclose whether or not they have any convictions or have been charged under any federal or provincial enactments.

Surname _____ Given Names: _____

Maiden Name (if applicable): _____

Former Legal name (if applicable): _____

Place of Birth: City: _____ Prov: _____ Country _____

Date of Birth: _____

Address: _____

Number Street City

Previous Address (if living at the above address **for less than five years**)

Number Street City

N. (name of applicant) hereby authorize and consent to the full disclosure of the following information and records from N. (name of police department) and by any other police agency in Canada to which a copy of this form is provided.

- Criminal record (adult)
- Criminal record (youth)
- Records of not guilty or not criminally responsible owing to mental disorder
- Convictions, pending charges and ongoing investigations
- Relevant occurrence reports
- Probation, prohibition and other judicial orders
- Offences for which a pardon has been granted

Signature of Parish Representative

Date

Diocese of Pembroke Section Eight
Police Records Check
QUEBEC

Page 1.e

District: XXXXXX

Police Department XXXXXX 819-XXX-XXXX
Contact Person

Procedure Parish issues a letter of introduction for each volunteer. The volunteer presents the letter to the Q.P.P. office and fills out a special form for working with children and elderly. The completed records check is returned to the volunteer.

Cost XXXX

I.D. Required 2 Pieces of I.D. (one must be a photo, no credit cards)

Hours of Operation Monday – Friday 8:30 a.m. to 4:00 p.m.

Time for Completion Within 24 hours for residents living in the area for 5 years
1 – 5 days if the applicant has lived in the area less than 5 years

Sample of details to standardize our approach
To **QUEBEC POLICE JURISDICTIONS**

Accurate details to follow....

FOR PARISHES AND ORGANIZATIONS SERVED BY
QUEBEC PROVINCIAL POLICE

A "MEMORANDUM OF UNDERSTANDING" WILL HAVE BEEN SIGNED BETWEEN THE DIOCESE AND THE

A COPY OF THAT MEMORANDUM OF UNDERSTANDING IS INCLUDED HERE (PAGES 3.b AND 3.c.) MERELY FOR YOUR REFERENCE AND APPRECIATION.

A REQUESTING INDIVIDUAL NEED ONLY:

- **FILL IN THE FORM HERE (3.f),
"CONSENT TO DISCLOSURE OF PERSONAL INFORMATION",
- **PRESENT THAT FORM IN PERSON TO THE POLICE SERVICE
- **PAY THE FEE REQUIRED AT THE TIME

SAMPLE PAGE

MEMORANDUM OF UNDERSTANDING**RE: INFORMATION DISCLOSURE FOR POLICE
VOLUNTEER/APPLICANT SCREENING PROCESS**

Between the **Pembroke Police Service** and _____
(Agency / Employer)

Disclosure of information under this memorandum is authorized pursuant to the Municipal; Freedom of Information and Protection of Privacy Act, and is subject to the provisions of that statute, or any other legislation that governs the dissemination or disclosure of information in the custody or care of police.

The purpose of this memorandum is to set out terms and conditions for the disclosure of information. Any disclosure pursuant to this memorandum shall be used by the agency only to assess the suitability of the applicant for the duties and responsibilities of a specific job / placement. The Pembroke Police Service agrees to provide information as an assistance to the agency and is in no way commenting on the suitability of the person for the position being sought.

The agency shall obtain an understanding of the provisions and implications of the Human Rights Code as it applies to hiring and / or approval of applicants and / or volunteers. The personal information provided by police does not necessarily mean a disqualification from the position sought.

The agency will guarantee that the information will be used only for the purpose designated and will not be disseminated to any other person or agency. The information will not be altered in any manner and must be destroyed by shredding after use, or maintained in such a manner as to prevent unauthorized use.

The agency will agree to screen only those applicants tentatively selected for the position and not all candidates.

A request for disclosure of information shall be made in accordance with the policies of the Pembroke Police Service. The applicant will attend the Pembroke Police Service in person with proper identification and submit a completed Consent to Disclosure of Personal Information form, as provided. The form will be signed by the applicant or volunteer who is the subject of the disclosure and indicate the agency for whom the information is intended.

(2)

The Pembroke Police Service will charge a fee for searches conducted for the purpose of employment or volunteer application, in accordance with the Pembroke Police Services Board By-law 96-01. This fee will be paid by the applicant, but may be reimbursed by the agency at their discretion.

Any personal information discovered in the search of police records will be provided in summary form only to the applicant and only in person. It is within the discretion of the volunteer / applicant to subsequently contact the agency and provide the information summary received from the Pembroke Police Service.

The agency will understand that the Pembroke Police Service will search local police records and national criminal record files, and will request local checks of police involvement from other jurisdictions where the subject has resided over the last five years.

The search is based on name and personal identifiers supplied by the applicant. False identification provided by the subject, or legal name changes may result in information not being provided. Also, the report will only reflect the information available on the date of the search. Some of the information sought may or may not be provided, at the discretion of the Police Service, including records sealed by pardon, including records sealed by pardon, in accordance with the Criminal Records Act, or charges disposed of by conditional or absolute discharge.

The Pembroke Police Service may terminate this memorandum at any time in the event of a breach of security relating to the improper storage, dissemination or use of information, or failure to comply with the provisions herein. The question of whether a breach has occurred is exclusively within the discretion of the Chief of Police, whose determination is final.

The agency shall indemnify the Pembroke Police Service from all claims, losses, damages, demands and expenses arising directly or indirectly from the use of information pursuant to this memorandum, unless as a result of willful misconduct or negligence by the police.

The undersigned, and authorized party on behalf of the participating agency, hereby acknowledges and accepts the aforementioned conditions set by the Pembroke Police Service in this Memorandum of Understanding.

X _____
(Agency or Employer) Date

X _____ PEMBROKE POLICE SERVICE _____
Date

Pembroke Police Service
0804.50

Volunteer / Applicant Screening

**IMPORTANT INFORMATION FOR THE VOLUNTEER / APPLICANT
AND THE AGENCY REQUESTING SCREENING SERVICES**

Before consenting to the release of police information, each volunteer / applicant should be aware of the following information:

1. The Pembroke Police Service will provide all information to the volunteer / applicant only upon his/her personal attendance at the Police Service and after presentation of appropriate identification. The information will be in summary form.
2. Some of the information sought may or may not be provided, at the discretion of the Police Service, and thus all information on file for the individual may not be disclosed.
3. It is the responsibility of the volunteer / applicant to decide whether they wish to provide the information to the agency requesting it, or simply withdraw from the competition or position.
4. If, after the Pembroke Police Service has provided the requested information to the individual, and that information has been disclosed by him/her to the agency which requires it, there may be a further need to clarify or expand on the information provided. The agency may then contact the Police Service or vice versa and details may be directly supplied to the agency. This, provided that the attached consent form has been signed by the volunteer applicant, absolving the Police Service of any liability.
5. The volunteer / applicant is required to pay a fee for the screening service in accordance with the Pembroke Police Services Board By-law 96-01.
6. Information provided by the Pembroke Police Service may not reflect an applicant's entire criminal history, nor evidence all contacts with all Police Services, for the following reasons:
 - a) matches of information are made by name and personal identifiers, and not by fingerprint submission to the RCMP Identification Services

- b) false identification given by the applicant will result in information not being provided
 - c) legal name changes may successfully hide past activities and police contacts
 - d) the information source may not be up to date, reflecting incomplete information
 - e) Pembroke Police Service will access the local files of other police agencies for the purpose of volunteer / applicant screening, if the applicant has resided in other police jurisdictions over the previous five years.
7. The information provided will be used to assist the agency in assessing the suitability of the applicant as a volunteer / employee. This information does not necessarily disqualify the applicant from the position sought.
8. The information supplied will not be altered in any manner. After use, the information shall be disposed of by shredding or mulching, or maintained in such a manner as to prevent unauthorized access. There shall be no further dissemination or disclosure to any other agency, body or organization.

PEMBROKE
POLICE SERVICE

CONSENT TO DISCLOSURE
OF PERSONAL INFORMATION

DATE RECEIVED: Year _____ Month _____ Day _____

SURNAME: _____ GIVEN NAME: _____ MIDDLE NAME: _____

MAIDEN NAME: (OR OTHER) _____ PLACE OF BIRTH: _____

DATE OF BIRTH: Year _____ Month _____ Day _____ SEX _____ HOME TEL. # _____

CURRENT ADDRESS: _____

LIST ALL OTHER ADDRESSES IN PAST 5 YEARS: _____

REASON FOR SCREENING REQUEST: VOLUNTEER: _____ EMPLOYMENT: _____ OTHER: _____

WAIVER AND RELEASE: I hereby certify that the information on this application is true and correct to the best of my knowledge and belief and I authorize the Pembroke Police Service to request information concerning myself from any other police agency as is deemed necessary. I give my authority to all such other police agencies to release the information sought.

Further, I hereby consent to the full disclosure by Pembroke Police Service of:

_____ CRIMINAL RECORD (ADULT)

_____ CRIMINAL RECORD (YOUNG OFFENDER)*

_____ RECORDS OF "NOT GUILTY BY REASON OF MENTAL COMPETANCE"

_____ PENDING CHARGES AND ONGOING INVESTIGATIONS UNDER FEDERAL / PROVINCIAL STATUTES

_____ PENDING CHARGES AND CONVICTIONS UNDER CHILD AND FAMILY SERVICES ACT

_____ PROBATIONS, PROHIBITIONS, OTHER JUDICIAL ORDERS IN EFFECT

_____ OTHER POLICE CONTACTS AND RELATED OCCURRENCES

TO ME AND TO: _____
VOLUNTEER AGENCY, SCHOOL, OR EMPLOYER

*PURSUANT TO SEC. 44.4(1) OF THE YOUNG OFFENDERS ACT, A YOUNG OFENDER RECORD CAN BE RELEASED TO THE YOUNG PERSON TO WHOM THE RECORD RELATES AND FOR THE PURPOSE OF GRANTING A SECURITY CLEARANCE.

NOTE: THE INFORMATION ABOVE IS TO BE USED BY THE SPECIFIED AGENCY TO ASSESS SUITABILITY FOR THYE PURPOSE NOTED ABOVE, AND DOES NOT NECESSARILY DISQUALIFY THE APPLICANT FROM THE POSITION SOUGHT.

X _____

I HEREBY RELEASE THE PEMBROKE POLICE SERVICE, THE PEMBROKE POLICE SERVICES BOARD, AND ALL THEIR AGENTS FROM ANY AND ALL LIABILITY FOR SUCH DISCLOSURE.

WITNESSED: _____ Date: _____

** Attach Photostat of I.D.**

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access. There shall be no further dissemination or disclosure to any other agency, body or organization.

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FOR PARISH AND ORGANIZATIONS SERVED BY

THE POLICE SERVICE

OF THE TOWN OF DEEP RIVER

A REQUESTING INDIVIDUAL NEED ONLY:

1. report IN PERSON to the town police office
2. fill in basic consent to release of information form,
and if necessary, supplemental form about working with
person in the vulnerable sector
3. provide Photo Identification – two pieces
4. pay the fee if required:
 - ❖ free for volunteers
 - ❖ \$20.00 for paid employees

HOW DO I PROCEED ?**Step by step:****In this manual:**

1.	Inventory of all ministries	6.M, 6.N
2.	Descriptor for each ministry	7.1, 7.2, 7.3
3.	Assess risk level for each ministry	3.4, 6.M, 6.N
4.	Forms needing attention: <ul style="list-style-type: none"> ❖ Low risk positions: volunteer information ❖ High risk positions: <ul style="list-style-type: none"> • volunteer information • references form • consent for references form 	6.A 6.A 6.B 6.C
5.	Interview – all high risk positions	6.I, 6.J
6.	References check	6.D, or 6.E-F-G
7.	Police Reference check – high risk positions	8 as needed
8.	Ministry Covenant	6.K
9.	Record Keeping	6.H
10.	Record updating	
11.	Confidentiality	6.L

Guidelines When Working with Children

The following guidelines are intended to provide a general overview of how adult-child interaction should occur. It is recognized that unforeseen circumstances can and will occur. The important safeguard for our children is full disclosure. If an adult finds him or herself alone with a child for any significant amount of time, or in a situation of emotional intensity, every effort should be made to find another adult or at least inform the child's parent or guardian as quickly as possible under the circumstances.

- Adults (age 16+) should not spend extended time alone with children without consent of the child's guardian and the knowledge of the ministry leader/supervisor. When, and if, programming requires an adult to be alone with children (for example, overnight camps, field trips) every effort must be made to protect the child's privacy. Girls and boys must not change together and adults must change separately from the children. Adults should not sleep in proximity to children.
- Adults who form a relationship with children through our faith community's activities should not seek out opportunities to spend time with the child "off site". If off site interactions occur the appropriate people should be informed. (as above).
- Adults should not help children with toileting. For younger children who cannot manage alone, permission must be given by the parent or guardian before toileting or changing help is given. Children should not be taken in an adult's vehicle without parent/guardian permission and the knowledge of the ministry leader/supervisor.
- Any physical contact between adults and children should occur in "public" and be sanctioned by the ministry leader/supervisor and the parent/guardian. (For example; hugs and kisses for younger children or physical 'rough housing' with older kids.)
- Parents/guardians of children enrolled in programmes should be encouraged to ask questions and stay abreast of the nature of the adult/child interaction. They should be encouraged to talk with their children about the programmes and the volunteers and staff they encounter.
- Anyone working with children who observes or suspects abuse of those same children is obliged by law to report that abuse to authorities; the sole exception to this in a faith community would be something heard under the Seal of the Confessional.

These guidelines are not intended to hamper relationships between adults or children. More importantly they are not designed to introduce suspicion into adult/child relations. In all cases a certain amount of discretion rests with the adult, based on their knowledge and the nature of their relationship with the child, or the child's family, the setting and the kind of activities. Being transparent, which means talking to parents, the pastor, etc. when the relationship develops, reviewing any incidents with ministry leaders/supervisors/coordinators - these steps will ensure the safety of our children, the integrity of our programs and the well-being of volunteers who work with children.

CONSULT pamphlet attached to this manual, from Child & Family Services Act:

"REPORTING CHILD ABUSE & NEGLECT"

Guidelines for Volunteers

The following guidelines are intended to provide a general overview of how ministry interaction should occur. It is recognized that unforeseen circumstances can and will occur. The important safeguard for both our vulnerable care-seeker and ourselves is full disclosure. If you find yourself alone with a care-seeker for any significant amount of time, or in a situation of emotional intensity, every effort should be made to inform the ministry leaders as quickly as possible under the circumstances.

- Volunteers should not spend extended time alone with vulnerable care-seekers without consent and knowledge of the ministry leader/supervisor.
- When, and if, programming requires a volunteer to be alone with a vulnerable care-seeker every effort must be made to protect the person's privacy.
- Volunteers should not take others in their vehicle without letting the ministry leader/supervisor know that this occurred.
- Any physical contact between adults or between adults and children should occur in "public" and be sanctioned by the ministry leader/supervisor.
- Volunteers should not take any money or property from a care-seeker for their volunteer ministry.
- Volunteers must not act outside the set boundaries of their Ministry Position Description.

These guidelines are not intended to hamper relationships between care-providers and care-seekers. More importantly they are not designed to introduce suspicion into these relationships. In all cases a certain amount of discretion rests with the volunteer, based on her/his knowledge and preparation. A very important step to help ensure the safety of our most vulnerable people, the integrity of our programs, and the well being of our volunteers is being open or "transparent" with the ministry leaders/supervisors when the relationships develop or when more time is spent alone with the care-seeker and reviewing all incidents that occur. Being "transparent" means being truthful, candid, open and frank about your activities.

Being a Parish Volunteer means:

- Being a Christian witness and a model of Christian living.

- Carrying out ministry in harmony with the mission of the church and goals of the parish program.

- Being reliable, following through with commitments, arriving on time and being prepared.

- ❖ Being honest, speaking the truth in love and carrying out all tasks with integrity.

- ❖ Providing a safe and caring environment through actions and words.

- ❖ Respecting confidentiality.

- ❖ Reporting to the appropriate persons any concerns that may harm participants, parish volunteers, parish staff, the church, or the community.

- ❖ Being fully prepared for the ministry position by attending orientation and training sessions.

Ministering within the agreed guidelines of the Ministry Position Description for which one has been mandated.

BASIC IDEAS FOR CONDUCTING A SUCCESSFUL INTERVIEW

1. PUT YOURSELF IN THE OTHER PERSON'S SHOES

- ❖ Think about how he or she may feel about being interviewed by a peer
- ❖ Think about this is a new concept for the Church and although you as an interviewer Understand the reason and process, do not assume that the person you are interviewing has the same knowledge.

2. CHOOSE AN ENVIRONMENT THAT IS CONDUCIVE TO AN HONEST EXCHANGE OF INFORMATION

- ❖ Choose a time that is convenient for both the interviewer and interviewee so neither party feels rushed
- ❖ Choose a location that is free of distractions and interruptions e.g. phone calls, other people walking into the room

3. PROVIDE A FRAMEWORK FOR THE INTERVIEW that includes the reason for the screening process.

4. ASK OPEN ENDED QUESTIONS THAT INVITE MORE THAN A YES OR NO RESPONSE

- ❖ Closed ended question – I understand you like working with children; is that correct?
- ❖ Open ended question – I understand you like working with children; could you please tell me about the talents and gifts you possess that contribute to your work with children.

5. REFRAIN FROM JUDGMENTS AND NON VERVAL COMMUNICATION THAT WOULD INTERFERE WITH AN EXCHANGE OF INFORMATION

6. BE PREPARED

- ❖ Be sure that you go into the interview with all the necessary material, such as the interview format, pens, Responsible Ministry pamphlets

