

# Diocese of Peterborough

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## **Listing of Position Descriptions for those in High Trust Positions Designated as High Risk**

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**High Risk Page 25**

**Youth Group Leader**

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**High Risk Page 26**

**Youth Ministry Coordinator**

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**Name of Parish:**

Name of Group/ Ministry	<b>Parish Screening Committee</b>
Accountability	Pastor and Bishop
Purpose of Ministry	To assist the pastor in implementing the Diocesan Screening Initiative in their parishes. The purpose of the Volunteer Screening Initiative is to ensure the safety of all vulnerable people to whom we minister and to safeguard the integrity of our volunteers and the parish.
Participant Group	Parish Volunteers
Activities and Responsibilities	<ul style="list-style-type: none"> <li>▪ to learn the diocesan policies and the procedures for screening volunteers, initiate the screening process as per the procedures in the manual</li> <li>▪ determine the level of risk in each ministry and suggest ways of reducing them when feasible</li> <li>▪ with the ministry leaders, review position descriptions</li> <li>▪ ensure that each person completes a Volunteer Information Form, conduct and document interviews, follow up on references and police records checks,</li> <li>▪ with the pastor ensure the proper storage of all documentation of screening records and files</li> <li>▪ provide training for or implement the ongoing screening measures and dismissal policies, provide support where needed</li> <li>▪ address any problems that arise from the evaluations and participant follow-ups</li> <li>▪ keep the pastor and the Diocesan Screening Committee informed of the parish progress, complete the annual parish progress report (format to be developed)</li> <li>▪ keep the manual updated and attend all training sessions and workshops provided by the Diocese</li> </ul>
Skills and Qualifications Required	A practicing Catholic Responsible, trustworthy, reliable and flexible Skilled at organizing , interviewing and listening Able to maintain confidentiality Works well within a team structure Some volunteer experience
Time Commitment	Approximately 10 hours per month to begin the process, later approximately 4 hours per month
Duration	Two years, renewable
Orientation Training	Orientation and training provided by the Diocesan Screening Team. The Diocesan Screening Coordinator and past and present members are to help train new members
Support Supervision Evaluation	The Diocesan Screening Committee and the pastor provide ongoing support The Parish Screening committee is directly responsible to the pastor and or parish team.

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	Evaluation of the Parish Screening Committee is the responsibility of the pastor. The Diocesan Screening Committee in consultation with the pastor is responsible for evaluating the Volunteer Screening Initiative.
Risk Assessment  Screening Procedure	High Risk  Provide a Position Description form Fill out pre-printed yellow form Pages 1-4 Interview Reference checks Police records check Orientation and training Supervisory checks and evaluations

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

## Diocese of Peterborough

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**Name of Parish:**

Name of Group/ Ministry	<b>Altar Server Scheduling and Training</b>
Accountability	Pastor/Parish Team
Purpose of Ministry	Train and schedule Altar servers to assist at liturgical celebrations
Participant Group	Altar servers ages 9 and up
Activities and Responsibilities	Train new members Prepare and distribute schedules Facilitate yearly workshop Plan and attend appreciation activities
Skills and Qualifications Required	Knowledge and understanding of the order of Mass Dependability Good communication, interpersonal and organizational skills
Time Commitment	Time required to prepare and distribute a schedule semi-annually One hour training sessions, 3 times a year or as required
Duration	2 year term, renewable
Orientation	Provided by pastor
Training	Provided by pastor
Support	Parish Team
Supervision	Pastor
Evaluation	Review annually
Risk Assessment	High Risk
Screening Procedure	Provide a position description form Fill out pre-printed yellow form Pages 1-4 Interview Reference checks Police records Check Orientation and training Supervisory checks and evaluations

<p>Date Reviewed: _____</p> <p>Comments: _____</p> <p>_____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>
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## Diocese of Peterborough

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**Name of Parish:**

Name of Group/ Ministry	<b>Auditor for Marriage Tribunal</b>
Accountability	Diocesan Tribunal Office and Parish Priest
Purpose of Ministry	To take information from witnesses for a person who has requested an annulment.
Participant Group	Anyone who has knowledge of the marriage and agrees to be a witness
Activities and Responsibilities	Schedule interviews with witnesses as soon as possible Tape the interview Mail the tapes back to the Diocesan Tribunal Office
Skills and Qualifications Required	Good interview skills Good communication, interpersonal and organizational skills Able to delve into sensitive issues Maintain confidentiality
Time Commitment	Interviews as requested by the Diocesan Tribunal Office Approximately 1-2 hours in length
Duration	Not applicable
Orientation Training	Orientation and workshops provided by the Diocesan Tribunal Office
Support Supervision Evaluation	On-going support by the Tribunal Office and the Parish Priest Follow-up by Tribunal Office Diocesan Tribunal Office
Risk Assessment	High Risk
Screening Procedure	Provide a Position Description Form Fill out pre-printed yellow form Pages 1-4 Interview Reference Checks Police records check Supervisory Checks and Evaluations

Date Reviewed: _____
Comments: _____ _____
Parish Screening Committee Member: _____
Pastor: _____

## Diocese of Peterborough

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**Name of Parish:** \_\_\_\_\_

<b>Name of Group/ Ministry</b>	<b>Catechist for Children/Youth</b>
<b>Accountability</b>	Pastor /Parish team and coordinator
<b>Purpose of Ministry</b>	Provide children and youth with catechetical instruction
<b>Participant Group</b>	Children and youth: ages 6-14
<b>Activities and Responsibilities</b>	Grade by grade presentation of Catholic teaching in a classroom setting Sacramental preparation Plan and implement parish program Follow schedule and inform coordinator if unable to attend
<b>Skills and Qualifications Required</b>	Baptized, practicing Catholic Work well with children Good communication, interpersonal and organizational skills Imaginative and creative
<b>Time Commitment Duration</b>	2 hours per week 2 year term, renewable
<b>Orientation Training</b>	Provided by parish team and coordinator Periodic ongoing training provided by coordinator
<b>Support Supervision Evaluation</b>	Pastor/Parish team and coordinator Periodic visits by parish team and /or coordinator Review annually
<b>Risk Assessment Screening Procedure</b>	High Risk Provide a position description form Fill out pre-printed yellow form Pages 1-4 Interview Reference checks Police records Check Orientation and training Supervisory checks and evaluations

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

## Diocese of Peterborough

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**Name of Parish:** \_\_\_\_\_

Name of Group/ Ministry	<b>Catholic Women's League Executive Signing Officers</b>
Accountability	Pastor/Parish Team
Purpose of Ministry	Members of a National Organization rooted in gospel values calling its members to holiness through service to the people of God
Participant Group	Adult women of the parish
Activities and Responsibilities	Meet regularly for spiritual development and planning the work of the Council Provide social and spiritual activities for the women of the parish May fundraise for the parish and charitable causes Act as signing officers for the Organization Support parish initiatives
Skills and Qualifications Required	Youth & women over the age of 16 Membership in the Catholic Women's League Follow the league constitution and guidelines Attend monthly meetings
Time commitment Duration	2 hours or more per month for activities Additional hours for meetings Executive is elected for 2 year terms General membership is renewed annually
Orientation Training	Provided by parish team, president and League guidelines Opportunities to receive training for diocesan, provincial and national positions
Support Supervision Evaluation	Pastor/Parish team, Past president, Diocesan, Provincial & National Executives Pastor/Parish team Presidents
Risk Assessment Screening Procedures	Signing Officers – High (Parish, Diocesan & Provincial) Catholic Girl's League Leader – High Parish Executive Members – Low Provide a position description Fill out pre-printed yellow form Pages 1-4 Interview Reference checks (Police Check) Orientation and training
Date Reviewed: _____	
Comments: _____ _____	
Parish Screening Committee Member: _____	
Pastor: _____	



## Diocese of Peterborough

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**Name of Parish:**

Name of Group/ Ministry	<b>Cemetery Board</b>
Accountability	Pastor, Parishioners, Estates of those interred
Purpose of Ministry	To ensure ongoing quality care for the church cemetery To provide ongoing safety and security by adhering to the appropriate guidelines and regulations.
Participant Group	Parishioners and people involved in interment
Activities and Responsibilities	<p><u>President/Vice President</u>          Liaise with the Pastor          Be knowledgeable about and follow the Cemetery Act, Diocesan policies, procedures and provincial rules and regulations regarding cemetery security, safety and internment.          Plan, arrange and chair Cemetery Board meeting a minimum of twice annually as needed.</p> <p>Work with the Cemetery Board to:</p> <ol style="list-style-type: none"> <li>1. Organize fundraising events to cover cemetery expenses as needed</li> <li>2. Make decisions regarding maintenance and repair of tombstones, perimeter fences and entries; grounds keeping, etc.</li> <li>3. Determine the price of new cemetery plots</li> <li>4. Organize the annual prayer meeting in the cemetery</li> <li>5. Work with the caretaker to ensure that the cemetery is in compliance with the rules and regulations of the Cemetery Act and any other regulations that affect it</li> </ol> <p><u>Secretary Treasurer</u>          Attend all Board Meetings          Record minutes of all meetings          Prepare financial reports for each meeting          Complete forms for new plots and the annual government tax finance forms          Send and receive acknowledgement letters for donations          Pay expenses of the Cemetery Board          Participation in a;;discussions and activities related to:</p> <ol style="list-style-type: none"> <li>1. Cemetery cleanup</li> <li>2. Fundraising events to cover the cemetery expenses</li> <li>3. Decisions regarding maintenance and repair of tombstones</li> <li>4. Decisions concerning perimeter fencing and entries; grounds keeping, etc.</li> <li>5. Setting the price of new cemetery plots</li> <li>6. Organizing the annual prayer meeting in the cemetery</li> </ol>

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Skills and Qualifications	A member of the parish community Interest in church community heritage and the governing regulations Able to communicate and organize effectively Dependable and able to maintain confidentiality Able to work as part of a team
Time commitment Duration	3 to 4 hours per month, more at times of special events 2 year term, renewable
Orientation Training	Provided by the Pastor and the Regulatory Guidelines Following appointment
Support Supervision Evaluation	For Secretary Treasurer, Pastor and President For President, Pastor By Pastor President annually
Risk Assessment Screening Procedures	High for President and Signing Officers Low for other Board Members Provide a volunteer position description form Fill out pre-printed yellow form Pages 1-4 Interview References checked Police Check for President/ Vice President/Secretary Treasurer Orientation and training Supervisory checks

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

## Diocese of Peterborough

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**Name of Parish:** \_\_\_\_\_

Name of Group/ Ministry	<b>Cheque Co-Signer</b>
Accountability	Pastor
Purpose of Ministry	To co-sign parish cheques with the pastor
Participant Group	Parish
Activities and Responsibilities	To monitor all invoices To co-sign all checks with the pastor
Skills and Qualifications Required	Knowledge of basic accounting Some experience in business management Honesty and high level of confidentiality
Time commitment Duration	Up to 1 hour biweekly, as per schedule 2 year term, renewable
Orientation Training	Provided by the pastor and diocesan guidelines
Support Supervision Evaluation	Pastor and Parish Finances Committee and <i>Office of Temporal Affairs</i> Pastor and Parish Finances Committee Pastor and Parish Finances Committee
Risk Assessment	High Risk
Screening Procedures	Provide a volunteer position description form Fill out Form 6.1010 Pages 1-4 Interview Reference checks Police records check Orientation and training Supervisory checks and evaluations

Date Reviewed: _____ Comments: _____ _____ Parish Screening Committee Member: _____ Pastor: _____
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## Diocese of Peterborough

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**Name of Parish:**

Name of Group/Ministry	<b>Children's Club Program Leaders / Catholic Girl's League</b>
Accountability	Pastor or designate
Purpose of Ministry	Under the direction of the pastor or his designate, The Children's Club Program provides an opportunity for youth children grades 5-8 to be actively involved in our parish through sports, service and spiritual opportunities.
Participant Group	Parish youth, grades 5-9
Activities and Responsibilities	Plan and supervise activities for youth CGL - report to the CWL Council annually
Skills and Qualifications Required	<ul style="list-style-type: none"> <li>• That the leaders be committed, practicing members of the parish faith community</li> <li>• That they know agree with the goals and objectives of the Club/League.</li> <li>• That they have the capacity to relate to children aged 10 to 15 years of age in a mature, professional, sympathetic, respectful and personal manner.</li> <li>• That they have the capacity to organize and lead sports, service and spiritual opportunities for young people in a safe and mature manner.</li> <li>• That they have an ability to offer the time necessary for the running of this program.</li> <li>• That they have the ability and willingness to offer the time necessary for the running of this annual program.</li> <li>• That they have the knowledge of correct procedures to follow in cases of suspected neglect or abuse of a child.</li> </ul>
Time commitment Duration	Minimum of 4 hours per month Minimum for a 10 month period.
Orientation Training	Orientation meeting at the beginning of program
Support Supervision Evaluation	Pastor or his designate As parents or guardians of the children for the time under the supervision of the program leaders Pastor or designate
Risk Assessment  Screening Procedure	High  Provided with a position description Fill out pre-printed yellow form Pages 1-4 Be interviewed 8/11/2010 References checked Police records check Supervision and feedback Participant follow-up

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Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

## Diocese of Peterborough

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**Name of Parish:**

Name of Group/ Ministry	<b>Children's Liturgy Coordinator</b>
Accountability	Pastor/Parish Team
Purpose of Ministry	Coordinate Children's Liturgy volunteers Provide children with liturgical readings and activities appropriate to their age
Participant Group	Children: ages 4-9
Activities and Responsibilities	Recruit, train and schedule volunteers Conduct seasonal meetings to plan liturgies Involve teenagers in a leadership role
Skills and Qualifications Required	Baptized, practicing Catholic Work well with children Good communication, interpersonal and organizational skills Leadership skills with ability to delegate Imaginative and creative
Time Commitment Duration	8 hours per month 2 year term, renewable
Orientation Training	Provided by Pastor/Parish team On-going training opportunities provided by the parish and/or diocese
Support Supervision Evaluation	Pastor/Parish team Pastor/Parish team Review annually
Risk Assessment  Screening Procedure	High Risk Provide a position description form Fill out pre-printed yellow form Pages 1-4 Interview Reference checks Police records Check Orientation and training Supervisory checks and evaluations

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

## Diocese of Peterborough

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**Name of Parish:**

Name of Group/ Ministry	<b>Children's Liturgy Volunteer</b>
Accountability	Pastor/Parish team and coordinator
Purpose of Ministry	Provide children with liturgical readings and activities appropriate to their age
Participant Group	Children; ages 4-9
Activities and Responsibilities	Present the word of God and Church teachings to children Attend seasonal meetings to plan liturgies Involve teenagers in a leadership role Follow schedule and inform coordinator if unable to attend
Skills and Qualifications Required	Baptized, practicing Catholic Work well with children Good communication, interpersonal and organizational skills Imaginative and creative
Time commitment Duration	2 hours per week, as per schedule 2 years, renewable
Orientation Training	Provided by parish team and coordinator Paired up with an experienced volunteer for ongoing training
Support Supervision Evaluation	Pastor/Parish team and coordinator Visits by coordinator during liturgy Review annually
Risk Assessment	High Risk
Screening Procedures	Provide a position description Fill out pre-printed yellow form Pages 1-4 Interview Reference checks Police records check Orientation and training Supervisory checks and evaluations

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

## Diocese of Peterborough

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**Name of Parish:**

Name of Group/ Ministry	<b>Choir Director of Children/Youth</b>
Accountability	Pastor/Parish team and Music/Youth Ministry Coordinator
Purpose of Ministry	Lead children and youth choirs
Participant Group	Children and youth
Activities and Responsibilities	Selection of music and program planning Prepare material for choir practice Lead practice once a week Direct choir during liturgy
Skills and Qualifications Required	Musical training Knowledge of liturgy Work well with children and youth Good communication and organizational skills
Time commitment	Rehearsal: 2 hours per week Mass and other liturgies as required
Duration	2 year term, renewable
Orientation Training	Provided by parish team Participation at liturgy seminars
Support Supervision Evaluation	Pastor/Parish team Pastor/Parish team Review annually
Risk Assessment	High Risk
Screening Procedures	Provide a position description Fill out pre-printed yellow form Pages 1-4 Interview Reference checks Police records check Orientation and training Supervisory checks and evaluations

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

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Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_



## Diocese of Peterborough

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**Name of Parish:** \_\_\_\_\_

Name of Group/ Ministry	<b>Collection Counters</b>
Accountability	Pastor
Purpose of Ministry	To count money from Mass collections and to record envelopes
Participant Group	Parish
Activities and Responsibilities	Two or more individuals per team Count money from weekly collections Record envelope contributions on appropriate ledgers Make up deposit slips and prepare cash for deposit
Skills and Qualifications Required	Accounting skills Able to work as part of a team Honesty and confidentiality
Time commitment Duration	2 hours per week, as per schedule 2 year term, renewable
Orientation Training	Provided by the pastor
Support Supervision Evaluation	Pastor Pastor Review annually
Risk Assessment	High Risk
Screening Procedures	Provide a position description Fill out pre-printed yellow form Pages 1-4 Interview Reference checks Police records check Orientation and training Supervisory checks and evaluations

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

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Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

## Diocese of Peterborough

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**Name of Parish:**

Name of Group/ Ministry	<b>Extraordinary Eucharistic Minister to the Sick</b>
Accountability	Pastor/Parish team and coordinator
Purpose of Ministry	Bring the Eucharist and the prayerful support of the parish to the infirm and shut-ins
Participant Group	Infirm and shut-ins
Activities and Responsibilities	Meet with the infirm and the shut-ins at their homes (or nursing homes) Follow the schedule provided and find a replacement when unable to fulfil duties Inform coordinator of visits Maintain confidentiality
Skills and Qualifications Required	Baptized, practicing Catholic Patient and dependable Good listening skills
Time commitment Duration	2 hours per week as per schedule 2 year term, renewable
Orientation Training	Provided by Parish team and /or coordinator Experienced volunteers bring new volunteer along during visits Annual training workshop
Support Supervision Evaluation	Pastor/Parish team and coordinator Random calls to participants Review annually
Risk Assessment  Screening Procedures	High risk  Provide a Position Description Form Fill out pre-printed yellow form Pages 1-4 Interview Reference Checks Police records check Orientation and training Supervisory checks and evaluations

Date Reviewed: _____
Comments: _____ _____
Parish Screening Committee Member: _____
Pastor: _____

## Diocese of Peterborough

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**Name of Parish:** \_\_\_\_\_

Name of Group/ Ministry	<b>Gift Card Sellers</b>
Accountability	Pastor
Purpose of Ministry	To sell gift cards for a percentage of cost to go to the church
Participant Group	Parish
Activities and Responsibilities	To be responsible for case of several gift cards To sell the gift cards
Skills and Qualifications Required	Knowledge of basic record keeping Strong skill base in dealing with the public Honesty and high level of confidentiality
Time commitment Duration	Up to 1 hour monthly, as per schedule 2 year term, renewable
Orientation Training	Provided by the pastor and diocesan guidelines
Support Supervision Evaluation	Pastor and Parish Finances Committee
Risk Assessment Screening Procedures	High Risk Provide a volunteer position description form Fill out Form 6.1010 Pages 1-4 Interview Reference checks Police records check Orientation and training Supervisory checks and evaluations

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

## Diocese of Peterborough

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**Name of Parish:**

Name of Group/ Ministry	<b>Legion of Mary</b>
Accountability	Pastor/Parish team and Legion of Mary coordinator
Purpose of Ministry	To provide spiritual growth and evangelization and Marian devotion
Participant Group	Outreach to Parish members as directed by the pastor and their constitution
Activities and Responsibilities	Weekly meetings and outreach activities Outreach activities with 2 members Pay yearly dues
Skills and Qualifications Required	Baptized, practicing Catholic Good interpersonal skills
Time commitment	2 hours per week for meetings and time required for outreach activities
Duration	Not applicable
Orientation Training	Provided by the Legion of Mary
Support Supervision Evaluation	Pastor/Parish team and Legion of Mary coordinator Provided by outreach activities done in pairs Not applicable
Risk Assessment	High
Screening Procedures	Provide a volunteer position description form Fill out pre-printed yellow form Pages 1-4 Interview References checked Police Records Check Orientation and training Supervisory checks

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

**Name of Parish:**

## Diocese of Peterborough

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Name of Group/ Ministry	<b>Minister to the Inmates of the Prison</b>
Accountability	Parish team and coordinator of Prison Volunteers
Purpose of Ministry	Bring the Eucharist and the prayerful support of the parish to the inmates
Participant Group	Inmates
Activities and Responsibilities	Meet with the inmates in a designated area of the prison facility Follow the schedule provided and find a replacement when unable to fulfill duties Escort an inmate who is eligible for a pass to attend Mass in a local church Inform coordinator of visits Maintain confidentiality
Skills and Qualifications Required	Baptized, practicing Catholic Patient and dependable Good listening skills
Time commitment Duration	2 hours per week as per schedule 2 year term, renewable
Orientation Training	Provided by Parish team and /or Prison Volunteer coordinator Experienced volunteers bring new volunteer along during visits Annual training workshop
Support Supervision Evaluation	Parish team and Prison Volunteer Coordinator Parish team and Prison Volunteer Coordinator Review annually
Risk Assessment Screening Procedures	High risk  Provide a Position Description Form Fill out pre-printed yellow form Pages 1-4 Interview Reference Checks Police records check Orientation and training Supervisory checks and evaluations

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

**Name of Parish:**

## Diocese of Peterborough

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Name of Group/ Ministry	<b>Religious Articles Purchaser/Vendor</b>
Accountability	Pastor
Purpose of Ministry	To provide an opportunity for parishioners to purchase religious articles and books at the parish during scheduled hours.
Participant Group	A Registered Parishioner
Activities and Responsibilities	Purchase for sale articles during scheduled hours. Assist arrangement of religious articles in display cabinet or on display and ensure the display is tidy and secure. Assist customers in purchasing and making change. Count cash at the beginning and at the end of a shift, ensuring that funds and sales are balanced. Communicate any issues that arise regarding parishioner's requests and/or concerns to the pastor.
Skills and Qualifications Required	Honest and trustworthy Computation skills Recordkeeping skills Knowledge of religious articles being sold at the parish.
Time commitment Duration	1-2 year term
Orientation Training	Standard Parish Orientation and training provided by previous Religious Articles Purchaser/Vendor
Support Supervision Evaluation	The Pastor The Pastor
Risk Assessment Screening Procedures	High Provide a position description Fill out pre-printed yellow form Pages 1-4 Interview Reference checks Police Check Orientation and training

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

**Name of Parish:**

## Diocese of Peterborough

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Name of Group/Ministry	<b>Sacrament Parish Program Leaders</b>
Accountability	Pastor or his designate
Purpose of Ministry	Under the direction of the pastor or his designate, the confirmation program leaders help organize and lead the parish segment of the preparation for and the celebration of this sacrament by the grade eight students of the parish community.
Participant Group	Parish Youth in Grades 2-8
Activities and Responsibilities	The “parish segment” includes teacher meetings, parent meetings, and a retreat with the students, study sessions and Liturgical ceremonies.
Skills and Qualifications Required	<ul style="list-style-type: none"> <li>• That the leaders be committed, practicing members of the parish faith community</li> <li>• That they know, agree with and have personally celebrated the reception of the sacrament of confirmation.</li> <li>• That they have the capacity to teach and relate to children 7 to 14 years of age in a mature professional, sympathetic, respectful and personal manner.</li> <li>• That they have the ability and willingness to offer the time necessary for the running of this annual program</li> <li>• That they have the knowledge of correct procedures to follow in cases of suspected neglect or abuse of a child.</li> </ul>
Time commitment Duration	2 hours per month 4 month period
Orientation / Training	Orientation meeting at the beginning of program
Support Supervision Evaluation	Pastor or his designate To parents or guardians of the children for the time under the supervision of the program leaders
Risk Assessment Screening Procedure	High Provided with a position description Fill out pre-printed yellow form Pages 1-4 Be interviewed, References checked Police records check Supervision and feedback Participant follow-up

Date Reviewed: _____  Comments: _____  Parish Screening Committee Member: _____  Pastor: _____
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**Name of Parish:**

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Name of Group/ Ministry	<b>Society of St. Vincent de Paul</b>
Accountability	St. Vincent de Paul Conference with authorization from the parish pastor
Purpose of Ministry	To provide assistance and counseling for people in financial need in emergency situations To assist the children of people in financial need with nutrition programs and camps
Participant Group	Families and people in financial need
Activities and Responsibilities	Respond to request for assistance made to the conference or parish Go to homes of the needy to provide vouchers with a fellow Vincentian Collect donations at the church
Skills and Qualifications Required	Good interpersonal skills Good self-esteem Desire to help others
Time commitment	Possibly 4 hours per month Monthly meetings 1-2 hours
Duration	Not applicable
Orientation Training	Rule book for each member Buddy system for each new member Discussion and advice given at monthly meetings
Support Supervision Evaluation	President of each conference Calls are logged and discussed at each meeting, go to homes in pairs President of the conference
Risk Assessment	High risk
Screening Procedures	Provide a volunteer position description form Fill out pre-printed yellow form Pages 1-4 Interview References checked Police Check Orientation and training Supervisory checks
Date Reviewed: _____	
Comments: _____	
_____	
Parish Screening Committee Member: _____	
Pastor: _____	



## Diocese of Peterborough

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**Name of Parish:** \_\_\_\_\_

Name of Group/ Ministry	<b>Youth Group Leader</b>
Accountability	Pastor/Parish team and Youth Ministry Coordinator
Purpose of Ministry	To assist in planning and organizing youth activities
Participant Group	Youth Group
Activities and Responsibilities	Facilitate and attend meetings Supervise social and spiritual activities Prepare liturgies with the coordinator and youth group as required Record information and maintain records Attend planning meetings
Skills and Qualifications Required	Baptized, practicing Catholic Work well with youth Good communication, interpersonal and organizational skills Ability to take direction, to lead and to delegate
Time commitment Duration	3-4 hours per week, increased during peak times 2 year term, renewable
Orientation Training	Provided by the youth ministry coordinator and the Parish team Ongoing training and attendance at seminars and workshops
Support Supervision Evaluation	Pastor/Parish Team and Youth Ministry coordinator Scheduled by the Parish team and the youth Ministry coordinator Review annually
Risk Assessment	High Risk
Screening Procedures	Provide a position description Fill out pre-printed yellow form Pages 1-4 Interview Reference checks Police records check Orientation and training Supervisory checks and evaluations

Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Parish Screening Committee Member: \_\_\_\_\_

Pastor: \_\_\_\_\_

## Diocese of Peterborough

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**Name of Parish:**

Name of Group/ Ministry	<b>Youth Ministry Coordinator</b>
Accountability	Pastor/Parish Team
Purpose of Ministry	Coordinate Programs and activities for youth
Participant Group	Youth
Activities and Responsibilities	Coordinate programs and activities involving youth Develop youth leadership Serve as representative for youth to other parish agencies
Skills and Qualifications Required	Baptized, practicing Catholic Work well with children and youth Good communication, interpersonal and organizational skills Imaginative and creative Knowledge of Child and Family Service Act.
Time commitment Duration	3-5 hours per week plus additional hours as required 2 year term, renewable
Orientation Training	Provided by Pastor/Parish team Ongoing training and attendance at seminars and workshops
Support Supervision Evaluation	Parish team and Diocesan Youth Council (VEYO) Parish team Review annually
Risk Assessment	High Risk
Screening Procedures	Provide a Position description form Fill out pre-printed yellow form Pages 1-4 Interview Reference checks Police records checks Orientation and training Supervisory checks and evaluations

<p>Date Reviewed: _____</p> <p>Comments: _____</p> <p>_____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>
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