

# ST. PATRICK'S CHURCH



## VOLUNTEER MINISTRY POSITION DESCRIPTION

### Volunteer Screening Assistant

#### Overview

This program coordinates all activity in the Parish for the screening of all volunteers in all ministries. The Volunteer Screening Assistant provides support to the Coordinator in the administration of this program.

#### Activities/Responsibilities

- Mainly provides all secretarial support required for the program to the Coordinator and all ministry coordinators and volunteers.

#### Skills, Experiences, Personal Traits and Qualifications

- Has proven secretarial skills
- Is able to relate well with others.
- Is an active participant in parish worship.
- Desires to serve the community and to commit time and talents to this ministry.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

#### Screening Checklist for this High Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Interview
- Three personal reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation
- On-line training program for the vulnerable
- Supervision, periodic evaluations and participant follow-ups to be conducted

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Parish Volunteer Screening Coordinator

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Pastor

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

RC Bishop of Calgary-Rev. February, 2013