

**Responsible Ministry Phone Reference Check Solicitor—Ministry Role Descriptor** St. Philip Church & St. Clare Mission  
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Responsible Ministry telephone reference check solicitor
Groups served by this ministry	Volunteers for parish ministry roles and the parish
Length of term	3 years (renewable)
Purpose of the role(s)	To perform and document telephone reference checks for parish volunteers for ministry roles of medium and high risk/sensitivity
Activities and responsibilities	<ul style="list-style-type: none"> <li>• Conduct, document and report on reference checks by telephone, following archdiocesan and parish responsible ministry program guidelines</li> <li>• Consult with the pastor and/or the Responsible Ministry committee regarding any concerns arising from reference checks</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>• Remain impartial</li> <li>• Maintain confidentiality</li> </ul>
Descriptor scope ( <i>check one</i> )	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> <li>• Good communication and organization skills</li> <li>• Ability to maintain confidentiality</li> </ul>
Personal traits desired	<ul style="list-style-type: none"> <li>• Good telephone manners; trustworthy; tactful</li> </ul>
Orientation and training	<ul style="list-style-type: none"> <li>• Prior to commencing work, the Responsible Ministry committee will provide training on checking references</li> <li>• Receiving a copy of this ministry role descriptor</li> <li>• Responsible Ministry training and handout</li> </ul>
Support, supervision and evaluation	<ul style="list-style-type: none"> <li>• The Responsible Ministry committee and the pastor provide ongoing support, supervision and evaluation</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>• Reference checks may be conducted from the volunteer's home, but in privacy</li> </ul>
Benefits to role participants	<ul style="list-style-type: none"> <li>• Satisfaction of volunteers being appropriately screened</li> <li>• Satisfaction of performing volunteer work for the parish, and serving God</li> </ul>
Level of sensitivity ( <i>check one</i> )	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures  (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> <li>1. Completion of a volunteer information form is required.</li> <li>2. Personal reference checks are required.</li> <li>3. Training and orientation are required.</li> <li>4. There will be supervision and periodic evaluation, as needed.</li> </ol>