

### References (for [M] and [H] roles only)

If you chose a ministry role with an [M] (medium sensitivity) or [H] (high sensitivity) beside it, please provide the names of two references. They could be parishioners, neighbours, present or past co-workers, voluntary organizations, but **not** family members and **not** people already involved in the particular ministry.

1) Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

2) Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

*Newcomers:* please provide the names of your last parish and pastor as an additional reference.

Last pastor's name \_\_\_\_\_

Parish and city \_\_\_\_\_

Telephone \_\_\_\_\_

I authorize the parish responsible ministry team of St. Philip/St. Clare to contact the references listed. I understand the information obtained will be kept confidential.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Record Check & Interview (for [H] roles only)

If you chose a ministry role with an [H] (high sensitivity) beside it, please authorize a police record check and interview by signing below.

I agree to submit a police record check and participate in an interview.

Signature \_\_\_\_\_

Date \_\_\_\_\_



St. Philip Church  
Richmond, Ontario



St. Clare Mission  
Dwyer Hill, Ontario

## Volunteer Application Form

*"Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me." (Matthew 25:40)*

### Instructions

1. If you or your child is interested in volunteering for one or more parish ministries at St. Philip or St. Clare, complete one form per person. Please deposit the completed form into the box at the back of the church.
2. In the list on the two middle pages, place a checkmark (a large thick one!) beside the ministries or programs in which you are seeking to serve.
3. Please note:
  - complete the **Name and Contacts** section on the second page;
  - a ministry role with an **[L]** is considered to be low sensitivity;
  - if you chose a ministry role with an **[M]** (medium sensitivity), please also complete the **References section** (top section of the back page);
  - if you chose a ministry role with an **[H]** (high sensitivity), please also complete the **References and Record Check & Interview sections** (the back page)
4. By signing, you agree to adhere to guidelines of our Responsible Ministry program.

### Questions?

Contact the parish office at 613 838 2314 or email [stphiliprcp1819@gmail.com](mailto:stphiliprcp1819@gmail.com)

**Name and Contacts** *(use block letters, please)*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_

I am attending  St. Philip  St. Clare Date \_\_\_\_\_**Parent/Guardian Authorization** *(for those under 18)*

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Child/youth's Birth date \_\_\_\_\_

Signature \_\_\_\_\_

**For youth between the age of 12-18, please complete and sign the following:**

I attest that \_\_\_\_\_ has not been involved in any criminal activity.

Signature of volunteer: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

**Fellowship****200<sup>th</sup> anniversary committee**

€ Member [L]

**Catholic Women's League**

€ Member

**Hospitality and Coffee Sunday**

€ Coordinator [L]

€ Worker [L]

**Knights of Columbus**

€ Member

**Ushers and Greeters**

€ Member [L]

**Welcome Committee**

€ Member [L]

**Administration****Cemetery Committee**

€ Member [H]

**Collection Counting and Handling**

€ Counter/Handler [M]

**Office Assistance**

€ Archivist [H]

€ Office Assistant [L]

€ Website Administrator [L]

**Parish Financial Council**

€ Member [M]

**Parish Pastoral Council**

€ Member [L]

**Responsible Ministry Committee**

€ Member [M]

€ Reference Check Solicitor [M]

**Liturgy****Altar Linen Care**

€ Caretaker [L]

**Altar Servers**

€ Altar Server-Child &amp; Youth [L]

€ Altar Server-Coordinator [H]

**Extraordinary Ministry of the****Eucharist**

€ Extraordinary Minister [L]

**Liturgy of the Word**

€ Commentator [L]

Preferred Mass Time \_\_\_\_\_

€ Reader/Lector [L]

Preferred Mass Time \_\_\_\_\_

**Music Ministry**

€ Choir Member [L]

Preferred Mass Time \_\_\_\_\_

€ Musician [L]

Instrument \_\_\_\_\_

Preferred Mass Time \_\_\_\_\_

€ Musical Director [L/H]

**Sacristy Care**

€ Sacristan [L]

**Maintenance****Flower Bed Care**

€ Caretaker [L]

**Faith Development****Children's Liturgy**

€ Coordinator [H]

€ Leader/Instructor [H]

€ Teen Helper [L]

€ Pageant Leader [H]

€ Pageant Helper [L]

**Rite of Christian Initiation of Adults****(RCIA) For New Catholics**

€ Coordinator [M]

€ Organizer-Catechist [M]

€ Sponsor [M]

**Youth Ministry**

€ Coordinator [H]

€ Assistant [H]

**Outreach****Ministry to the Sick and the****Shut-In**

€ Member [H]

**Pro-Life Committee**

€ Member [L]

*Form A 2015-09-02*