
1 Introduction

Responsible Ministry Screening Procedures delineate the process to be followed by all parties involved in the screening of volunteers/staff who wish to participate in parish ministries. The step by step outline is intended to facilitate the process and ensure that all aspects of screening have been addressed to comply with the Responsible Ministry mandate of creating and maintaining a safe environment for all, and assuring that the most suitable match is made between volunteers and available ministries.

2 Responsible ministry screening process:

- 2.1 A person interested in volunteering or working as a paid employee in one or more parish ministries must complete an information form, available at the back of the church or from the parish office, and, once completed, submit it to the pastor, a deacon, the director of a specific ministry, or return it to the office.
- 2.2 The information form is given to the appropriate ministry director to review.
- 2.3 The director in question arranges with the parish office to have a folder organized for the potential member for screening purposes.
- 2.4 The director in question screens the potential member and returns the completed folder of the candidate to the office administrator for filing.
- 2.5 The director in question advises the Responsible Ministry Director of the status of the applicant (accepted/rejected).
- 2.6 The director in question provides training for both Responsible Ministry and the particular ministry in which the volunteer will be serving as well as support and feedback as required.
- 2.7 The Responsible Ministry Director ensures that all required data of an accepted volunteer is entered in the registry.
- 2.8 Directors are to notify the Responsible Ministry Director when members retire in order that their names be removed from the registry.

3 Responsible ministry screening procedures:

3.1. Low-Sensitivity Ministry Positions:

3.1.1. The director responsible for screening ensures that each volunteer:

- completes a volunteer information form and a covenant form when accepted;
- receives Responsible Ministry and ministry specific orientation and training.

3.1.2 The director responsible for screening submits the required documentation to the office for data entry and filing.

3.1.3 The director responsible for screening provides a membership update to the Responsible Ministry Director.

3.1.4 The director(s) of any other low-sensitivity ministry in which the volunteer wishes to serve is/are to ensure that:

- the volunteer completes a new member information form to be submitted to the parish office for inclusion in the member's file if he/she has been **screened** in another **low, medium, or high-sensitivity ministry**;
- a membership update is forwarded to the Responsible Ministry Director.

3.2 Medium-Sensitivity Ministry Positions:

3.2.1 The director responsible for screening ensures that each volunteer:

- completes a volunteer information form;
- submits two character references to be checked by the director responsible for screening;
- completes a covenant form when accepted;
- receives Responsible Ministry and ministry specific training.

3.2.2 The director responsible for screening submits the required documentation to the office for data entry and filing.

3.2.3 The director responsible for screening provides a membership update to the Responsible Ministry Director.

3.2.4 The director(s) of any other medium-sensitivity ministry in which the volunteer wishes to serve is/are to ensure that:

- the volunteer completes a new member information form to be submitted to the parish office for inclusion in the member's file if he/she has been **screened** in another **medium or high-sensitivity ministry**;
- individuals **screened** in a **low-sensitivity ministry** undergo additional screening relative to the above-noted established requirements and sign a new covenant form;
- a membership update is forwarded to the Responsible Ministry Director.

3.3 High-Sensitivity Ministry Positions:

3.3.1 The director responsible for screening ensures that each volunteer:

- completes a volunteer information form;
- submits two character references to be checked by the director responsible for screening;
- is interviewed by the director responsible for screening and another interviewer, using the interview form/format provided by the Responsible Ministry Program;
- provides a Police Record Check;
- completes a covenant form when accepted;
- receives Responsible Ministry and ministry specific training.
- receives and signs the last page of a copy of the *Code of Pastoral Conduct*

3.3.2 The director responsible for screening submits the required documentation to the office for data entry and filing.

3.3.3 The director responsible for screening provides a membership update to the Responsible Ministry Director.

3.3.4 The director(s) of any other high-sensitivity ministry in which the volunteer wishes to serve is/are to ensure that:

- the volunteer completes a new member information form to be submitted to the parish office for inclusion in the member's file if he/she has been **screened** in another **high-sensitivity level ministry**;
- individuals **screened** in a **medium or low sensitivity ministry** undergo additional screening relative to the above-noted established requirements and sign a new covenant form;
- a membership update is forwarded to the Responsible Ministry Director.

4 Sample folders and ministry descriptors based on sensitivity levels

Item	Destination	Applicable ministry role sensitivity		
		Low	Medium	High
Responsible ministry and volunteer screening program brochure	given to member	.	.	.
Volunteer and participant information form	remains in folder	.	.	.
Descriptor of every ministry in which the person wishes to participate in	given to member	.	.	.
Responsible ministry program	given to member	.	.	.
Responsible ministry –volunteer covenant	remains in folder	.	.	.
Responsible ministry - new member information form	remains in folder	.	.	.
Responsible ministry – guidelines for medium and high sensitivity roles	given to member		.	.
Responsible ministry - reference check (two forms)	remains in folder		.	.
Responsible ministry - interview form	remains in folder			.
Police record check 1 - letter, form, police station locations and hours of operation (given to member);	given to member			.
Police record check 2 – record check to be reviewed by pastor and witness, sealed in an envelope; completed form I is included, but not in the sealed envelope	remains in folder			.
Additional item in directors folders				
A list of members indicating where each one is being screened	given to member	.	.	.
A ministry role descriptor ¹ for the responsible ministry phone reference check solicitor	given to member		.	.
A responsible ministry support and feedback form	given to member	.	.	.
A copy of the <i>Code of Pastoral Conduct</i>	given to member signed last page remains in folder	.	.	.

¹ Descriptors for all volunteer ministry roles are available on the St. Philip Church and St. Clare Mission web site: <http://stphilips-church.com>, under Ministries, Responsible Ministry, Documents, Role Descriptors; descriptors for staff roles are available at the parish office.