



Archdiocese
of Toronto

**STRENGTHENING THE
CARING COMMUNITY**

Volunteer Screening Program



Volunteer Application Form - Parish-based Ministry Positions
Adults 18+ in High Risk/Positions of Trust

A Message from the Archbishop of Toronto

DEAR VOLUNTEERS,

Volunteers across the Archdiocese of Toronto have a long-standing tradition of giving generously of their time and talents to strengthen our community. We must never underestimate the tremendous contribution of these individuals and the critical role they play in providing care, compassion and ongoing support to our family of faith.

As part of our mandate to foster a safe and caring community, since 2001 the Archdiocese has had a policy of screening its volunteers to ensure the protection and safety of the most vulnerable. This practice has now become a standard for most organizations seeking to exercise due diligence and responsible volunteer stewardship. Our diocesan Volunteer Screening department oversees this important work, conducting the appropriate checks and balances to ensure a safe environment for all those engaged in a variety of important ministries.

Click to learn more: [Ontario Screening Initiative](#).

The Volunteer Application Form will provide additional insights and helpful information for those engaged in volunteer service to the community. I wish to thank those responsible for coordinating these activities at both the diocesan and parish level.

To all volunteers, who are following the gospel call to serve, be assured of my prayers and ongoing gratitude. May your outreach with the Archdiocese of Toronto enhance your own faith journey.

Sincerely yours in Christ,

+ Thomas Card. Collins

Thomas Cardinal Collins
Archbishop of Toronto



Volunteer Contact Information:

PLEASE COMPLETE AND RETURN THIS FORM TO THE PARISH OFFICE.

A representative from the parish screening committee or parish office will contact you to arrange an in-person interview at the parish (if applicable).

Date of Application: _____

Parish Name: _____

Applicant's Legal Name: _____

Familiar Name (if applicable): _____

Home Address: _____

Phone #: _____ HOME MOBILE

E-mail: _____

Emergency Contact Name: _____

Emergency Contact Phone #: _____

Relation to you: _____

Please indicate preferred dates/times that you are available:

Saturday Time: _____ Tuesday Time: _____ Friday: _____

Sunday Time: _____ Wednesday Time: _____

Monday Time: _____ Thursday Time: _____

I certify that the information provided on this Volunteer Application Form is true and complete. I understand that this information will remain confidential and is property of the Parish. As well, I understand that my name and phone number will be given to the appropriate Ministry Coordinator/Leader so that he/she may contact me. If selected for a ministry position, I agree to keep confidential any information that I may come across regarding the affairs of this parish, its clergy, other volunteers, and parishioners, unless otherwise directed by law or by authorities from the Archdiocese of Toronto.

Applicant Signature: _____ **Date:** _____

Parish-based Volunteer Ministry Positions:

Under guiding legislation in Ontario concerning Best Practices for public safety and risk management, any person in a position of trust requires high-risk screening prior to volunteer participation.

Positions of Trust include:

- Those involving contact with vulnerable persons: children, youth, elderly persons or persons with disabilities
- Those where added responsibilities involve access to keys/security codes to the parish facilities, access to funds (handling money) or access to confidential information.

Prior to participation in ministry positions listed below, applicants are required to:

- Attend an in-person interview
- Provide 3 references in good standing
- Provide a CURRENT and CLEAR Police Information Check

Notes:

Police Information Checks from other organizations cannot be accepted, however if you have completed a check through the Archdiocese of Toronto within the last 3 months, please advise your Parish Volunteer Screening Committee and they will confirm with the Volunteer Screening Department.

An Annual Offence Declaration is required each year after the initial police information check and a new police information check is required every five years. Police Information Checks are provided at no cost through our provider.

✓ **CHECK ALL POSITIONS THAT YOU ARE INTERESTED IN BELOW.**

HIGH RISK MINISTRIES (A – N)

- | | |
|--|---|
| <input type="checkbox"/> Activities Team Member* | <input type="checkbox"/> Choir Director* |
| <input type="checkbox"/> Altar Server* | <input type="checkbox"/> Choir Member* |
| <input type="checkbox"/> Altar Server Coordinator | <input type="checkbox"/> Collection Counter* |
| <input type="checkbox"/> Baptismal Preparation Coordinator* | <input type="checkbox"/> Collection Counter Coordinator* |
| <input type="checkbox"/> Baptismal Preparation Team Member* | <input type="checkbox"/> Custodian-Maintenance Person |
| <input type="checkbox"/> Bereavement Team Coordinator | <input type="checkbox"/> Extraordinary Minister of Holy Communion Coordinator |
| <input type="checkbox"/> Bereavement Team Member | <input type="checkbox"/> Extraordinary Minister of Holy Communion of the Sick to Homes-Institutions |
| <input type="checkbox"/> Bible Study Coordinator* | <input type="checkbox"/> Key Holder |
| <input type="checkbox"/> Building and Maintenance Committee* | <input type="checkbox"/> Lay Pastoral Visitor |
| <input type="checkbox"/> Catechesis of the Good Shepherd Catechist | <input type="checkbox"/> Lay Pastoral Visitor's Coordinator |
| <input type="checkbox"/> Catechesis of the Good Shepherd Coordinator | <input type="checkbox"/> Liturgical Environment Planner* |

- Liturgical Hospitality - Greeters and Ushers*
- Liturgical Hospitality Coordinator*
- Liturgy of the Word with Children Coordinator
- Liturgy of the Word with Children Helper-Volunteer

- Liturgy of the Word with Children Leader
- Mothers Group Children's Care/Babysitting Services
- New Beginnings Peer Group Facilitator

HIGH RISK MINISTRIES (O – Z)

- Outreach Program Cook*
- Outreach Program Coordinator
- Outreach Program Friendly Visitor
- Outreach Program Meal Delivery
- Outreach Program Server*
- Parish Events Activities Coordinator/Leader
- Parish Events Activities Helper
- Parish Fundraising Committee Coordinator*
- Parish Fundraising Committee Member*
- Parish Office Assistant Volunteer
- Prayer Group Coordinator
- Prayer Group Member
- Parish Social Ministries*
- Parish Volunteer Screening Committee Member
- Parish Volunteer Screening Coordinator
- RCIC Catechumenal Catechist
- RCIC Coordinator*

- Refugee Sponsorship Committee Member
- Religious Articles Purchaser
- Religious Articles Vendor
- Religious Education Assistant
- Religious Education Catechist
- Religious Education Coordinator
- Sacramental Preparation Coordinator
- Sacramental Preparation Team Member
- ShareLife Campaign Chairperson
- Social Committee Coordinator
- Social Committee Member
- Sport's League Coach
- Totus Tuus Host Family
- Totus Tuus Parish Program Coordinator
- Volunteer Driver
- Youth Minister
- Youth Minister's Assistant
- Youth Ministry Director
- Other

**These positions may be general risk if; minors under 18 or other vulnerable groups are NOT involved, there is direct supervision from the Pastor, or volunteers have supervised access to parish assets.*

EXEMPTION POLICY FOR LONG-STANDING VOLUNTEERS (For Parish Use Only)

- This individual has been exempted from completing Interview Procedures (Step 5), Reference Check Procedures (Step 6) and the Pre-Screening Questionnaire for the following reason(s) (Check all that apply):
 - Has known the Pastor for 5 or more years.
 - Has been involved in ministries at this parish in a continuous manner for 5 or more years with no incidents to date.

Pastor's Name: _____

Pastor's Signature: _____ **Date:** _____

References: PLEASE PROVIDE 3 REFERENCES BELOW.

A representative from the parish screening committee or parish office will contact your references via phone, email or letter before your police information check request is processed.

Members of Clergy, Parish Screening Committee, or Parish Office Representatives from this parish **may not** be listed as this is considered a conflict of interest. References may include friends, professionals, teachers, coaches, colleagues and up to one family member.

Reference #1:

Name: _____

Address: _____

Phone #: _____ HOME OFFICE MOBILE

E-mail: _____

Relation to you: _____

Reference #2:

Name: _____

Address: _____

Phone #: _____ HOME OFFICE MOBILE

E-mail: _____

Relation to you: _____

Reference #3:

Name: _____

Address: _____

Phone #: _____ HOME OFFICE MOBILE

E-mail: _____

Relation to you: _____

Pre-Screening Questionnaire: (For New Volunteers Only)

1. Why are you interested in volunteering in a ministry position?

2. What skills would you bring to a ministry position?

3. Please check all that apply to you:

- Proficiency using a computer/laptop
- Knowledge of database systems
- Experience with money counting/accounting
- Experience in security/alarm systems
- Experience in office management/reception/administration/parish office environment
- Experience in record keeping/file retention/privacy practices
- Previous teaching experience/working in schools
- Previous coaching experience/working with children and adolescents
- Previous experience caring for elderly persons or persons with disabilities
- Previous experience in event management/catering/cooking
- Previous experience assisting refugees/applying for assistance/funding
- Previous experience working in daycare centres
- Previous experience working in homes/hospitals/long-term care facilities

4. Do you volunteer at any other parishes within the Archdiocese of Toronto?

- Yes
- No

If you responded “yes”, please indicate the parish location and position(s) below:

Parish Name: _____

City: _____

Ministry Position(s): _____

Ministry Position(s): _____

5. If you suspected that a vulnerable person (child, youth, elderly, or person with a disability) has been hurt or a victim of abuse, would you be comfortable notifying the appropriate authorities?

- Yes
- No