

Volunteer Screening Checklist



HIGH RISK MINISTRY CHECKLIST

Applicant Name		Volunteer start date	
Ministry Position		Volunteer end date*	
Parish Screening Coordinator		Reason	<input type="checkbox"/> Moved <input type="checkbox"/> Deceased <input type="checkbox"/> No longer active in high-risk area

SCREENING STEP	DATE COMPLETED OR RECEIVED	NOTES
Volunteer Application Form		
Review of Ministry Position Description		
Interview**		
References**		
Police check***		
<i>Online E-PIC</i>		
<i>Paper Consent E-PIC</i>		
<i>Other</i>		
Volunteer Orientation and Training 1. Mandatory Archdiocese of Toronto Training Including: Code of Conduct, AODA and Human Rights (OHRC) 2. Standard Parish/Ministry Orientation & Training		

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Volunteer Guidelines: Signed Acknowledgement & Agreement		
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* Send files of volunteers inactive for 5 years to the Catholic Pastoral Centre (1155 Yonge Street, Toronto, ON) where they will be archived for legal purposes

**Make note if exemption policy is applied

***No police check required for minors under 18 years old