



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**

# 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, phone number and email address 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.

☐ I confirm that I am a Canadian Citizen or Permanent Resident.

*Please note that temporary residents and those seeking permanent status in Canada, are not eligible to hold high risk ministry roles but are welcome to apply for any general risk roles.*

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

- ☐ 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 Finance Council Member
- ☐ Parish Finance Council Vice-Chairperson
- ☐ 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
- ☐ ShareLife Campaign Committee Member
- ☐ Social Committee Coordinator
- ☐ Social Committee Member
- ☐ Sport's League Coach
- ☐ Totus Tuus Camp Volunteer
- ☐ Totus Tuus Host Family
- ☐ Totus Tuus Parish Program Coordinator
- ☐ Volunteer Driver
- ☐ Youth Minister
- ☐ Youth Minister's Assistant
- ☐ Youth Ministers' 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 3 or more years.
  - ☐ Has been involved in ministries at this parish in a continuous manner for 3 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