



Archdiocese
of Toronto

**STRENGTHENING THE
CARING COMMUNITY**

Volunteer Screening Program



Volunteer Application Form - Parish-based Ministry Positions

Minors (under 18 years of age) in High Risk/Positions of Trust

***Applicants must be at least 13 years of age**

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): _____

Date of Birth (YYYY/MM/DD): _____

Home Address: _____

Phone #: _____ ☐ HOME ☐ MOBILE

Applicant's Email: _____

Parent/Guardian's 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.

Applicant Signature: _____ **Date:** _____

Parent/Guardian Consent:

Parent/Guardian consent is required prior to a minor volunteering in a parish-based ministry.
Please read and sign below.

I give my permission for _____ to volunteer
(Name of applicant)

at _____ and I take responsibility
(Name of parish)

for him/her. I understand that he/she is to participate as a parish volunteer and will be expected to comply with the Volunteer Guidelines and Code of Conduct and to be faithful in honouring his/her volunteer commitments.

I also understand that should he/she fail to comply with the Volunteer Guidelines and Code of Conduct or fail to keep a commitment without giving adequate advance notice, his/her participation may be re-evaluated. I understand the contents of this Volunteer Application Form. In the event that the parish has an activity or excursion off of parish property, I understand that a separate consent form will be provided with details of the location of the event and parent/guardian consent will be required.

Print Name: _____

Relationship to Applicant: _____ **Phone #:** _____

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 2 references in good standing

Notes:

In accordance with special conditions under the Youth & Criminal Justice Act, youth files are sealed in Canada, therefore we cannot request minors under 18 years of age to obtain a Police Information Check.

At the age of 18, volunteers who have participated as a minor under 18 years of age in a high risk/position of trust ministry **must** complete a Police Information Check to remain in the ministry.

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

HIGH RISK MINISTRY POSITIONS

- ☐ Childcare/Babysitting
- ☐ Core Team Member (Lifeteen, EDGE, Youth Ministry, Steubenville Youth Conference)
- ☐ Liturgy of the Word with Children Helper
- ☐ Parish Prayer Group Member
- ☐ Parish Office Assistant
- ☐ Religious Education Assistant
- ☐ Totus Tuus Camp Volunteer
- ☐ Youth Ministry Assistant
- ☐ Other _____

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 three 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 TWO REFERENCES BELOW.

A representative from the parish screening committee or parish office will contact your references via phone, email or letter.

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: _____

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