

Step 4: Volunteer Application Forms

STRENGTHENING THE CARING COMMUNITY

Overview

Volunteer Application Forms ensure that each parish has a record of all volunteers.

Responsibility for Volunteer Application Forms

The Parish Volunteer Screening Committee is responsible for ensuring that there is an adequate supply of forms for all volunteers. Copies of the form can be found in the Strengthening the Caring Community binder and in the Google Drive Folder (Step 4)

Completing the Form

All parishioners who are engaged in parish volunteer ministry positions and every parishioner that wishes to volunteer in a parish ministry position must complete a Volunteer Application Form.

The original printed form must be filled out completely before a person can begin ministry duties. It is the responsibility of the Parish Volunteer Screening Committee to review all forms to ensure they are complete.

Types of Volunteer Application Forms

There are four (4) types of Volunteer Application Forms:

- General Risk – Adult 18+
- High Risk/Positions of Trust – Adult 18+
- General Risk – Minor under 18
- High Risk – Minor under 18

Information on Forms

- Request for contact information, emergency contact etc.
- List of Ministry Position Descriptions for volunteers to choose
- Forms for minors include a parental permission section
- Forms for high risk positions include information about:
 - Attending an interview (See Step 5)
 - Providing references (See Step 6)
 - Completing a police record check (See Step 7)
- All forms must be signed and dated by the applicant to be complete

New Applicant Checklists

These checklists for General and High Risk volunteers will help Coordinators and Committees keep track of the documents in a volunteers' file and the dates that initial screening steps were completed.