



Archdiocese  
of Toronto

**Ministry Position: Parish Volunteer Screening Coordinator**

**Date Last Reviewed: May 2024**

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### ◆ **Position Overview**

Coordinates the Parish Screening Program at the Parish with the Pastor, the Parish Screening Committee and the leaders of each specific parish ministry. The Parish Screening Coordinator ensures the appropriate management of all screening documentation, administration and organization of the program at parish level and acts as a supportive role to the Pastor.

### ◆ **Activities/Responsibilities**

- Support the Pastor with any administrative responsibilities required with the screening process including interviews, reference checks and processes involving requests for police information checks
- Participate as a member of the Parish Screening Committee with all the responsibilities of that ministry position
- Liaise with the Parish Screening Committee and the Coordinators of each specific parish ministry regarding the collection of screening documentation for all volunteers
- Provide progress reports to the Pastor and to the Volunteer Screening Department at the Archdiocese of Toronto
- Assist Parish Screening Committee in the carrying out of their responsibilities
- Participate with in-person interviews at the parish office, and delegate responsibilities to the committee as needed
- Conduct reference checks, or delegate responsibility to the committee to follow up with references via phone, or letter requests
- Assist prospective volunteers with police checks offering prospective volunteers online option, or assisting applicant with paper consent form option (submits email/or fax requests to screening company from parish office)
- Ensure the appropriate screening documentation of all volunteers in general and high risk ministry positions
- Use Parish Tools Volunteer Screening Module to track screening in parish
- Act as a link between the Parish and the Volunteer Screening Program regarding progress reports, program management and support
- Be respectful, agile and able to work closely with and take direction from the Archdiocese Volunteer Screening Department
- Manage and secure all Parish Volunteer Screening files



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- Receive the necessary learning session facilitated by the Volunteer Screening Department for information regarding the administrative functions of this position

**The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.**

<b>Other specifics:</b>
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### ◆ **Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age
- Registered with the parish for at least 2 years
- Has effective communication skills and good organizational skills
- Has good leadership and facilitation skills
- Must have the ability to keep information strictly confidential
- Experience in Parish Ministry as a volunteer
- Appointment to this ministry by the Pastor

### ◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Responsible, flexible, reliable, trustworthy
- Able to work well with others on confidential and sensitive issues
- Well respected within the community

### ◆ **Screening Requirements**

\*Pastor may select any volunteer that is most suited to this position. Some parish locations may have staff support provided the individual is the suited to the role; this is left to the Pastor's discretion.

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form



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- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation
- Sign Confidentiality Agreement

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

### ◆ **Orientation and Training**

Receives training via workshops facilitated at the Catholic Pastoral Centre and copy of manual.

### ◆ **Participant Group**

Parish Screening Committee Members, Ministry Coordinators, parishioners engaged in ministry within the Parish community.

### ◆ **Support, Supervision and Evaluation**

The Parish Screening Coordinator is directly responsible to the Pastor. The Pastor/Pastoral Team is the first level of support, supervision and evaluation.

The Volunteer Screening Advisor is available for consultation. They will assist the Pastor/Pastoral Team with evaluating the process of implementing the Parish Screening Program

### ◆ **Length of Ministry Appointment**

Two (2) year term with the ability to renew.

### ◆ **Benefits and Working Conditions**

- Will have an impact on the quality of screening and protection of the vulnerable and those that provide care particularly within the parish and more generally within the Archdiocese Will further develop leadership and organizational skills
- Good training & experience for those seeking advancement in the fields of Volunteer Administration and Human Resources
- Must be able to attend the orientation session and learning session(s)

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.*



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This Ministry Position Description accurately reflects the ministry of **Parish Volunteer Screening Coordinator** currently practised at, **Click here to enter Parish name.**

**Pastor's Signature**  
(Click here to enter the  
Pastor's name)

**Parish Volunteer Screening  
Coordinator's Signature**  
(Click here to enter the  
Coordinator's name)

**Date**

**Prepared by: Archdiocese of Toronto, Volunteer Screening Department**