

**DIOCESE OF NIAGARA**  
**Volunteer Management and Screening**  
**Reporting Preamble**

We often talk about the “Duty of Care” principle for Volunteer Management and Screening. The fact is that we, as the Church with vulnerable people in our midst, have a legal duty to do all that we can to ensure all are safe. For our parishes, you help to fulfill your “duty of care” by ensuring your Volunteer Management and Screening program is up to date and setting into place a process that will ensure that this work continues for the long term.

For the diocese, we fulfill our “duty of care” responsibilities in three ways:

1. by setting clear expectations for parishes regarding the implementation of this program;
2. ensuring parishes are trained and supported regarding volunteer management and screening; and
3. by providing regular and diligent follow-up with parishes that will include reporting measures such as these as well as intermittent audits of parish records.

The following notes will assist you in completing the Reporting Forms. Should you wish to have a Word version of the reporting form template emailed to you, contact Jane Wyse.

**Task 1: Complete the 12 Steps Chart**

- Our 12 step process will again be used to assist parishes to make sure they are up to date with this program. A complete description of each step can be found at the end of this document.

**Task 2: Complete Positions Chart**

- The chart contains many rows to input parish positions into, please feel free to add rows to your chart as this document is editable or delete if not needed.

**FAQ’s (Frequently Asked Questions)**

**When is the due date for this material in the Synod Office?**

- Every parish needs have their reporting process handed in to the Synod Office by **May 1, 2018**.

**In what form do I hand in the “Reporting Process”?**

- A hard copy of all the material is required.

**Why does it say “up to date”?**

- We have done that because this work is never complete and needs continuous attention to keep it current.

**Why are we now keeping a photocopy of all Police Record Checks in our parish files and never destroying these files?**

- This is a requirement from our insurer, Ecclesiastical.

**Why is this process mandatory?**

- Completing this process ensures your parish retains its insurable status.

If you have any questions or concerns, please contact:

Canon Marni Nancekivell  
[marni.nancekivell@niagaraanglican.ca](mailto:marni.nancekivell@niagaraanglican.ca)

or Jane Wyse  
[jane.wyse@niagaraanglican.ca](mailto:jane.wyse@niagaraanglican.ca)

# Volunteer Management and Screening Report

Date: \_\_\_\_\_

**Parish:** \_\_\_\_\_  
*(Name, City/Town)*

**Parish Volunteer Coordinator**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Task 1: COMPLETE 12 STEPS CHART**

<b><i>12 Steps for Volunteer Management and Screening</i></b>	<b><i>Up to date</i></b>	<b><i>If not 100% up to date, the anticipated time frame is...</i></b>
1. Establish a position of Parish Volunteer Coordinator		
2. List <u>all</u> positions in the parish		
3. Create job descriptions for all positions		
4. Perform a risk assessment on each position using diocesan risk assessment chart		
5. Create appropriate screening		
6. Establish follow-up procedures		
7. Create record-keeping forms for use in screening		
8. Apply screening procedures		
9. Provide continuing and necessary training and support		
10. Ensure appropriate resources/material are available for the ministry to take place		
11. Annual ministry review; update job descriptions as necessary		
12. Recognize people and celebrate their ministries		



Position Title	Level of Risk			Screening Required				
	L	M	H	TR	Ref	PRC	DEC	Oth

**Task 3: JOB DESCRIPTIONS**

Submit copies of all parish job descriptions with report (digitally or paper copy).

**Task 4: DECLARATION**

We declare that the information contained in this report is accurate and complete.

Date: \_\_\_\_\_

**Signed by:**

- 1. Volunteer Coordinator \_\_\_\_\_
- 2. Incumbent \_\_\_\_\_
- 3. Church Wardens \_\_\_\_\_

Submit Volunteer Management and Screening Report, by mail or email, to:

Jane Wyse  
 Diocese of Niagara  
 252 James Street North  
 Hamilton, ON L8R 1L3

If you have any questions or concerns about the reporting process, please contact:

Canon Marni Nancekivell or Jane Wyse  
[marni.nancekivell@niagaraanglican.ca](mailto:marni.nancekivell@niagaraanglican.ca)      [jane.wyse@niagaraanglican.ca](mailto:jane.wyse@niagaraanglican.ca)