



# The Synod of the Diocese of Niagara

Anglican Church of Canada

The Right Reverend Michael A. Bird, Bishop

## MEMORANDUM

To: Incumbents and Church Wardens  
From: Canon Marni Nancekivell, Volunteer Management & Screening Coordinator  
Date: September 2014  
RE: **Volunteer Management and Screening**

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All Niagara parishes are required to update their Volunteer Management and Screening files at the Synod Office by handing in a current report of this crucial ministry. Dates for updating your parish coordinator's name and contact information, tutorials and the reporting deadline are outlined below:

### Parish Coordinator

- By the end of September 2014 - confirm that your parish **Volunteer Management and Screening Parish Coordinator** is in place and listed correctly in your parish online vestry form. If a change to your online report is required, contact Jane Wyse for access.

### Tutorials

These are open sessions to assist parish coordinators with issues and questions

- Tuesday October 21, 2014 - 7:30-9:00pm at Christ's Church Cathedral, Hamilton
- Saturday October 25, 2014 - 10:00-11:30am at St. Andrew's, Grimsby
- Saturday November 1, 2014 - 10:00-11:30am at St. David & Patrick, Guelph

### Reporting Deadline: Friday May 1, 2015

- All parishes must have their Volunteer Management and Screening Process up to date and in working order to meet the diocesan and our insurers standards
- All parishes must complete the reporting document and all accompanying material attached in hard copy form to the Diocesan Synod Office
- All documents are also accessible on the diocesan website

This is a mandatory process. To ensure your parish maintains its insurable status, this work must be completed promptly.

Thank you in advance for your attention to this important ministry.

### Attachments

1. Volunteer Management and Screening Reporting Process
2. 10 Steps for Volunteer Management and Screening