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

	12 Steps for	Up to date	If not 100% up to date,
	Volunteer Management and Screening		the anticipated time frame is
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		

Task 2: COMPLETE POSITIONS CHART

Key to Chart:

 $\textbf{\textit{Level of Risk}} \ please \ check \ off \ appropriate \ box \ for \ each \ position$

L = Low, M = Medium, H = High

Screening Required please check off appropriate box(es) for each position

TR = training and follow-up

Ref = reference checks

PRC = police record checks

DEC = signed declaration of agreement

Oth = Other (define what other is)

	Level of Risk			Screening Required					
Position Title	L	M	Н	TR	Ref	PRC	DEC	Oth	
						-			
						-			
						-			
						1			
						-			
						1			
						-			

	Le	vel of R	isk		Screen	ning Re	quired	
Position Title	L	M	Н	TR	Ref	PRC	DEC	Oth

Task 3: JOB DESCRIPTIONS

Submit copies of <u>all</u> 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.

Signed by:

1.	Volunteer Coordinator
ว	Incumbent
۷.	incumbent
3.	Church Wardens

If you have any questions or concerns, please contact Human Resources and Volunteer Coordinator, Shannon MacKenzie.

Email: shannon.mackenzie@niagaraanglican.ca

Phone: 905-527-1316 x 360

Submit your VMS Report to Shannon MacKenzie by email (shannon.mackenzie@niagaraanglican.ca) or by mail to:

Shannon MacKenzie Human Resources and Volunteer Coordinator Diocese of Niagara 252 James Street North Hamilton, ON L8R 1L3