

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

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

