

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		

Task 2: COMPLETE POSITIONS CHART

Key to Chart:

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)

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

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	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.

Signed by:

- 1. Volunteer Coordinator _____
 - 2. Incumbent _____
 - 3. Church Wardens _____
- _____

If you have any questions or concerns, please contact Archdeacon Bill Mous.

Email: bill.mous@niagaraanglican.ca
 Phone: 905-527-1316 x 330

Submit your VMS Report to Mary Anne Grant by email (maryanne.grant@niagaraanglican.ca) or by mail to:

Mary Anne Grant
 Administrative Assistant
 Diocese of Niagara
 252 James Street North
 Hamilton, ON L8R 1L3