

Volunteer Management and Screening in Faith

Filing System

A. Documents

- Diocesan Guidelines
- Code of Conduct
- Forms and Templates
- Declaration Forms

B. Job Descriptions

- Training Information
- Records of Thank Yous for each area of ministry

C. Organizations that use the building

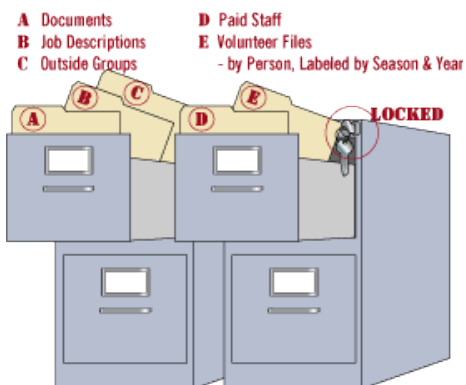
Locked Filing Cabinet

D. Paid Staff

- Clergy file held at Diocese

E. Volunteer Files

- By person
- Labeled by season and year
- Flagged by post-it notes



Three year cycle for high and medium risk PRC, reference, declarations.