



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, Director of Volunteer Management and Screening
Date: June 29, 2017
RE: **Volunteer Management and Screening**

We are about to enter into a new reporting cycle for Volunteer Management and Screening. As you know, 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, clinics and the reporting deadline are outlined below:

Parish Coordinator

- By the end of September 2017 - confirm that your parish **Volunteer Management and Screening Parish Coordinator** is in place and listed correctly in your parish online "2017 Ministry Vestry Form".

Clinics

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

- Tuesday October 24, 2017 - 7:00-8:30pm at Christ's Church Cathedral, Hamilton (252 James St. N.)
- Saturday October 28, 2017 - 10:00-11:30am at St. Andrew's, Grimsby (7 St. Andrew's St. W.)
- Tuesday November 7, 2017 - 10:00-11:30am at All Saints, Guelph (210 Silvercreek Pkwy N.)

Reporting Deadline: Tuesday May 1, 2018

- 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 through our diocesan insurer, this work must be completed promptly by May 1, 2018.

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