

Ten Steps of Screening for Volunteers and Employees

Here is the program in a nutshell:

1. Determine the risk for each position
2. Write ministry position descriptions
3. Establish a recruitment process
4. Application form and Agreement to the Model Code of Conduct
5. Interview new applicants
6. Check references for new applicants
7. Conduct Vulnerable Sector Police Information Checks and Intervention Record Checks for those serving the vulnerable
8. Annual orientation/training Called To Protect training
9. Supervise and evaluate personnel and programs
10. Program participant follow up

The Pastor & Parish Screening Coordinator (PSC) oversee the 10 steps. Tools for each step are available online.

High risk positions (serving children and the vulnerable) require all the steps. Low or medium risk positions may require fewer.

The Bishop assures the common good of the faithful , especially the protection of children and youth. (Vatican)

A Bishop initiates and supports the means for preventing sexual abuse and for responding to abuse complaints. (Canadian Bishops)

Steps 1-2 What is Risk?

Every position is evaluated as low, medium or high risk, based mostly on whether they work with minors (under 18) or vulnerable adults. A position description allows for the right gifts, and the right screening, in the right ministries, so that risk is minimized.

Steps 3-6 Recruitment

A person does not just fill a position. He or she is *called* to ministry. A defined process of interviews and reference checks helps affirm the value of each person for ministry, and ensures that they are equipped for a particular ministry.

Step 4 Model Code of Conduct and Application Form

This standard of behavior tells the families of those we serve, as it tells the rest of the world, that we hold ourselves accountable for how we act. The application form tells us essential information about each person, and their gifts for ministry.

All clergy, religious sisters and brothers, employees, and volunteers will embrace our Model Code of Conduct which sets the standard for all of us. (Diocesan Volunteer Screening Manual)

Step 7 Police Information Checks (PICs) and Intervention Record Checks (IRCs)

A Church is a trusting environment. A Vulnerable Sector PIC makes it clear that we are doing all that is possible to make our environments safe for children, youth and the elderly. An IRC is also required for those supervising overnights.

Step 8 Orientation and Child/Vulnerable Adult Protection Training

Orientation to the role is necessary. Called to Protect™ abuse prevention program is required for everyone working with children or vulnerable adults, as well as Church leaders in other ministries. Taking Action Against Abuse of Older Adults is for those serving the elderly.

Steps 9-10 Supervision and Evaluation

All successful programs oversee activities while they occur, and evaluate afterwards, to ensure they are doing what they set out to do.

Jesus Christ, the true sun, warms the souls of those to whom we minister and also those who offer their gifts as service to Love itself. (Oct, 2013 Carillon)

Some Volunteer Opportunities in our Parishes and Diocese

Parish Worship & Spiritual Life:

Altar Server
Extraordinary Minister of Communion
Lectors, Ushers
Liturgy of the Word for Children
Music Ministry/Choirs
Pastoral/Palliative/Bereavement Care

Parish Faith Formation

Sacrament Preparation
Rite of Christian Initiation of Adults
Youth Ministry

Parish Community Life

Catholic Women's League
Knights of Columbus
Parish Pastoral Council

Diocesan and Community Programs

Development and Peace
Elizabeth House
Feed the Hungry
Holy Childhood Association
Inn from the Cold
Mission Mexico
One Rock/World Youth Day At Home
Social Justice/Outreach
Prison Ministry
St. Vincent de Paul

And many others! Please inquire at your Parish Office for more information.

We have a legal, moral and spiritual responsibility to protect those we serve, particularly children, youth, and vulnerable adults.

(Diocesan Volunteer Screening Manual)

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For full details, including how to report abuse or misconduct, see the website:

www.calgarydiocese.ca
(scroll down to the dove)



...a safe environment and responsible ministry mandate to maintain safe and caring communities for the PROTECTION OF MINORS AND VULNERABLE ADULTS

“God wishes human beings to be His collaborators in the work of creation, redemption, and sanctification”
(US Bishops)

How Are You Called to Serve?

A person in ministry is a precious resource, a gift from God for the building up of the Church and the Kingdom of Love