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(NAME OF PARISH)

## VOLUNTEER MINISTRY DESCRIPTION

**TITLE:** Choir Master & Music Minister

**PARTICIPANT GROUP(S):** Adults

<b>GOALS:</b> - To lead the sung prayer of the assembly and to enhance the ritual actions of the liturgy with music.	<b>TERMS:</b> 9 hrs/week 1 yr commitment
<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b> - Plan and select music for the liturgy - Direct the choir and develop vocal technique - Teach the choir new music for the liturgies - Play the organ during service and choir practice - Maintain playing technique, while building and maintaining a repertoire to be used in liturgies. - Lead the music during weekly liturgies.	
<b>BOUNDARIES &amp; LIMITS:</b>	
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b> - Competence in music playing and liturgy. - Leadership skills      - Teaching skills	
<b>PERSONAL TRAITS &amp; QUALITIES:</b> - Sensitivity to musical needs and abilities - Commitment to professional development and spiritual growth - Determined      - Resourceful      - Flexible	
<b>ORIENTATION &amp; TRAINING:</b> - On the job training by The Rector	
<b>SUPPORT, SUPERVISION &amp; EVALUATION:</b> - Support and guidance by The Rector	
<b>MANDATORY ACTIVITIES:</b>	
<b>WORKING CONDITIONS:</b>	
<b>BENEFITS:</b> - Gain a sense of accomplishment - Contribute skills and competencies related to music.	
<b>SCREENING MEASURES:</b>	<b>LEVEL OF RISK:</b> L      M      H

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(NAME OF PARISH)

## VOLUNTEER MINISTRY DESCRIPTION

TITLE: Coordinator of Servers

PARTICIPANT GROUP(S): Young Adults

GOALS:	TERMS:
- Provide Servers with support for their liturgies ministry in order that the Church can worship more effectively.	4 to 6 month intervals
ACTIVITIES, TASKS & RESPONSIBILITIES:	
- Provide training to Servers in the rituals they assist in during Church services. - Prepare schedules for Servers.	
BOUNDARIES & LIMITS:	
SKILLS, EXPERIENCE & QUALIFICATIONS:	
- Organization skills - Training skills	
PERSONAL TRAITS & QUALITIES:	
- Supportive - Encouraging	- Ability to serve as a role model
ORIENTATION & TRAINING:	
- On the job instruction	
SUPPORT, SUPERVISION & EVALUATION:	
- Supervision from The Rector - Support from the Rector, Deacon, lay Presiders and Director of the Chancel Guild.	
MANDATORY ACTIVITIES:	
WORKING CONDITIONS:	
BENEFITS:	
- Gain a sense of satisfaction working with Young Adults.	
SCREENING MEASURES:	LEVEL OF RISK:
	L      M      H

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(NAME OF PARISH)

### VOLUNTEER MINISTRY DESCRIPTION

TITLE: Nursery Volunteer

PARTICIPANT GROUP(S): Children 0-5 yrs

GOALS:	TERMS: 1yr commitment /1 hr every 4 to 5 weeks			
- To provide safe childcare for young children while their caregivers attend Church services.				
ACTIVITIES, TASKS & RESPONSIBILITIES:				
- Maintain a safe environment for young children		- Change diapers using sanitary procedures		
- Supervise and play with children		- Feed children as required		
BOUNDARIES & LIMITS:				
SKILLS, EXPERIENCE & QUALIFICATIONS:				
- Ability to develop a rapport with young children				
- Education/training in child development or supervision				
- Experience in supervising children				
PERSONAL TRAITS & QUALITIES:				
- Reliable		- Enjoy working with young children		
		- Trustworthy		
ORIENTATION & TRAINING:				
- Training in maintaining sanitary conditions				
- On the job instruction				
SUPPORT, SUPERVISION & EVALUATION:				
- Supervision by the Nursery Coordinator				
- Immediate support available from Sunday School Teachers as required.				
MANDATORY ACTIVITIES:				
WORKING CONDITIONS:				
BENEFITS:				
- Gain experience working with young children				
- Gain a sense of satisfaction helping parents by caring for their children				
SCREENING MEASURES:		LEVEL OF RISK:		
		L	M	H

(NAME OF PARISH)

### VOLUNTEER MINISTRY DESCRIPTION

TITLE: Nursery Coordinator

PARTICIPANT GROUP(S): Children 0-5 yrs

GOALS:

TERMS: 2 yr commitment / available if required during a Sunday service

- To provide a safe environment for young children while their caregivers attend Church Service

ACTIVITIES, TASKS & RESPONSIBILITIES:

- Schedule volunteers to assist in the nursery
- Provide training to nursery volunteers
- Inspect toys periodically to ensure they are age appropriate, safe and clean
- Train and provide sanitary conditions for diapering and hand washing
- Supervise volunteers
- Maintain a safe and clean environment

BOUNDARIES & LIMITS:

SKILLS, EXPERIENCE & QUALIFICATIONS:

- Ability to develop a rapport with young children
- Organization skills
- Education/training in child supervision
- Supervision skills

PERSONAL TRAITS & QUALITIES:

- Reliable
- Enjoy working with young children
- Trustworthy

ORIENTATION & TRAINING:

- On the job instruction

SUPPORT, SUPERVISION & EVALUATION:

MANDATORY ACTIVITIES:

WORKING CONDITIONS:

BENEFITS:

- Gain experience managing volunteers
- Gain experience working with young children
- Gain a sense of satisfaction helping parents by caring for their children

SCREENING MEASURES:

LEVEL OF RISK:

L      M      H

(NAME OF PARISH)

## VOLUNTEER MINISTRY DESCRIPTION

**TITLE:** Sunday School Teacher

**PARTICIPANT GROUP(S):** Children

**GOALS:** TERMS: 1 yr commitment / 2hrs per week (1 hr preparation/1 hr teaching)

Nurture the faith of children through example and weekly scripture study and life application

### **ACTIVITIES, TASKS & RESPONSIBILITIES:**

- Prayerful preparation: reading the scripture, praying about it and listening to it
- Practical preparation: reading the lesson plan and choosing activities best suited for individual group with variety, maturity, practicality, quality and time considerations.
- Gather necessary materials - Implement the preparation on Sunday Morning
- Attend occasional meetings - Be aware of any allergies that children may have

### **BOUNDARIES & LIMITS:**

### **SKILLS, EXPERIENCE & QUALIFICATIONS:**

- Experience working with children - Organization skills
- Sensitivity to the needs of children - Time management skills

### **PERSONAL TRAITS & QUALITIES:**

- Strong faith and willingness to share it - Love and appreciate children
- Flexible - Dependable

### **ORIENTATION & TRAINING:**

- Review of written resources (curriculum)
- Workshops - On the job instruction

### **SUPPORT, SUPERVISION & EVALUATION:**

### **MANDATORY ACTIVITIES:**

### **WORKING CONDITIONS:**

### **BENEFITS:**

- Satisfaction of making a difference in the lives of children
- Gain enhanced knowledge of The Bible - Gain teaching experience

### **SCREENING MEASURES:**

### **LEVEL OF RISK:**

L      M      H

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(NAME OF PARISH)

## VOLUNTEER MINISTRY DESCRIPTION

**TITLE:** Warden

**PARTICIPANT GROUP(S):** ALL AGES

<b>GOALS:</b>	<b>TERMS:</b> 1 yr commitment / available most Sundays / evening commitment as required
- Organize and conduct the financial and administrative affairs of The Parish.	

**ACTIVITIES, TASKS & RESPONSIBILITIES:**

- Ensure the property is suitable for the exercise of the ministry of The Parish
- Ensure financial matters are managed in an orderly and accurate manner
- Ensure the safety of all persons on church property and the property is adequately protected and insured.
- Ensure lay organizations are established, administered and coordinated with each other
- Ensure the Rector and family are properly housed
- Ensure prompt and appropriate payment to The Rector and staff
- Ensure standards of The Anglican Church are upheld
- Facilitate resolution of issues between the laity and clergy
- Ensure spiritual and temporal welfare of The Parish when The Parish is without a Rector.

**BOUNDARIES & LIMITS:**

**SKILLS, EXPERIENCE & QUALIFICATIONS:**

- Organization skills
- Understanding of the operations of The Parish
- Ability to work with laity, clergy and groups of persons

**PERSONAL TRAITS & QUALITIES:**

- High degree of integrity

**ORIENTATION & TRAINING:**

- On the job instruction

**SUPPORT, SUPERVISION & EVALUATION:**

- Supervision by the Rector

**MANDATORY ACTIVITIES:**

**WORKING CONDITIONS:**

**BENEFITS:**

- To be in a position of leadership in The Parish
- To make a difference in the well being of The Parish

**SCREENING MEASURES:**

**LEVEL OF RISK:**

L      M      H

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(NAME OF PARISH)

## VOLUNTEER MINISTRY DESCRIPTION

**TITLE:** Sunday School Superintendent

**PARTICIPANT GROUP(S):** Children

**GOALS:**

- Organize and lead Christian education for children in The Parish

**TERMS:** 1 yr commitment

**ACTIVITIES, TASKS & RESPONSIBILITIES:**

- Select a quality, user-friendly curriculum
- Organize classes for children by ages
- Allocate space for classes in Church hall
- Purchase teaching materials and programs
- Help problem solve issues as required
- lead support and training meetings for teachers
- Select teachers
- Fill in for absent teacher
- Liaise between Sunday School and The Church and Priest
- Organize and promote Parish participation in Deanery events
- Organize community outreach as it applies to Sunday school
- Organize activities to support Church calendar
- Organize and oversee a Christian education program (i.e. youth library)
- Maintain adequate registry of participants
- Ensure a safe environment

**BOUNDARIES & LIMITS:**

**SKILLS, EXPERIENCE & QUALIFICATIONS:**

- Ability to lead and work with people
- Ability to organize programs and events
- Teaching Skills
- Sensitivity to the needs and interests of children
- Knowledge of child development

**PERSONAL TRAITS & QUALITIES:**

- Strong personal faith
- dependable
- initiating activities
- creative

**ORIENTATION & TRAINING:**

- On the job instruction
- Workshops in teaching/education of children

**SUPPORT, SUPERVISION & EVALUATION:**

- Supervision by the Parish Priest

**MANDATORY ACTIVITIES:**

**WORKING CONDITIONS:**

**BENEFITS:**

- Develop leadership skills
- Develop public speaking skills
- Gain enhanced knowledge of the Church seasons
- Develop close relationships

**SCREENING MEASURES:**

**LEVEL OF RISK:**

L      M      H

(NAME OF PARISH)  
VOLUNTEER MINISTRY DESCRIPTION

TITLE: YOUTH GROUP MINISTER

PARTICIPANT GROUP(S): Youth

GOALS:	TERMS: 5 to 10 hrs per month/Sunday afternoons following church services
- Manage social, community and charitable activities by Youth Group Managers	
- Provide Youth with a deeper understanding of their faith with a view to strengthening their Christian values and beliefs	

ACTIVITIES, TASKS & RESPONSIBILITIES:

- Develop, plan, promote and facilitate social, community and charitable activities
- Plan and coordinate meetings and activities which inform Youth of events.
- Participate with Youth in events
- Maintain a healthy and safe environment for Youth participation
- Engage in open discussion with Youth Group members on life issues as they arise. Refer to parents for counselling as needed.
- Encourage and foster open dialogue between Youth and their families
- Provide a Christian role model to teach appropriate behaviour and problem solving skills
- Provide the clergy, congregation and parents of Youth Group members with information on group activities
- Offer services voluntarily to community organizations
- Organize and assist Youth Group fundraising activities
- Maintain a registry of participants

BOUNDARIES & LIMITS:

SKILLS, EXPERIENCE & QUALIFICATIONS:

- Leadership skills	- Current or previous volunteer experience	- Relationship building skills
- Event management skills	- Ability to serve as a role model to youth	- Knowledge of first aid
- Ability to communicate effectively with various groups		

PERSONAL TRAITS & QUALITIES:

- Sincere
- Strong desire to help youth
- Good sense of humor

ORIENTATION & TRAINING:

- Mentoring with senior Youth Group Ministers in the congregation
- Other training available at Youth leadership retreats, seminars and sessions through the Anglican Youth Ministry

SUPPORT, SUPERVISION & EVALUATION:

- Support provided by the Rector and Wardens

MANDATORY ACTIVITIES:

WORKING CONDITIONS:

BENEFITS:

- Further develop a sense of community
- Enhance skills in communicating and relating with Youth
- Gain a sense of satisfaction by helping Youth to connect to their Church and enrich their own faith

SCREENING MEASURES:

LEVEL OF RISK:

L      M      H

(NAME OF PARISH)

### VOLUNTEER MINISTRY DESCRIPTION

TITLE: Eucharist Minister

PARTICIPANT GROUP(S): Ill and Homebound

GOALS:	TERMS : 3 hrs every 4 to 5 weeks, on Sundays
- To assist in connecting ill and homebound Parishioners to the faith community through The Holy Communion	
ACTIVITIES, TASKS & RESPONSIBILITIES:	
- Take Holy Communion to Parishioners who cannot attend regular services in person due to illness, age or other reasons, in their homes or hospital rooms.	
- Interact and provide emotional support to Parishioners	
- Provide feed back on visits to the clergy	
BOUNDARIES & LIMITS:	
SKILLS, EXPERIENCE & QUALIFICATIONS:	
- Communication skills	
- Ability to deal with diverse and sometimes difficult circumstances related to ill and homebound persons	
PERSONAL TRAITS & QUALITIES:	
- Strong sense of Christian life and community	
- Compassionate	
- Caring	
ORIENTATION & TRAINING:	
- On the job instruction	
SUPPORT, SUPERVISION & EVALUATION:	
- Support from The Deacon or Rector	
MANDATORY ACTIVITIES:	
WORKING CONDITIONS:	
BENEFITS:	
- Gain a strong sense of worth and involvement in The Christian community	
- Develop a deeper understanding of the scope of The Church	
SCREENING MEASURES:	LEVEL OF RISK: L      M      H

(NAME OF PARISH)

## VOLUNTEER MINISTRY DESCRIPTION

**TITLE:** Coordinator Eucharistic Ministers      **PARTICIPANT GROUP(S):** Ill and Homebound

GOALS	TERMS: 2 to 3 hrs quarterly - Flexible schedule based on needs for training and consultation of Eucharistic Ministers
- To assist in connecting ill and homebound parishioners to the Faith community	
ACTIVITIES, TASKS & RESPONSIBILITIES:	
- Develop a Eucharistic Minister schedule for Eucharistic visits to ill and homebound parishioners on a quarterly basis	
- Provide training and support to Volunteer Eucharistic Ministers	
- Coordinate activities of Volunteer Eucharistic Ministers	
- Record volunteer visits to ill and homebound parishioners.	
BOUNDARIES & LIMITS:	
SKILLS, EXPERIENCE & QUALIFICATIONS:	
- Organization skills	- Experience taking The Holy Communion to others
PERSONAL TRAITS & QUALITIES:	
- Sensitivity to the ill and homebound and their family	
ORIENTATION & TRAINING:	
- Diaconate training program	
SUPPORT, SUPERVISION & EVALUATION:	
- Support from The Rector or Deacons of The Parish	
MANDATORY ACTIVITIES:	
WORKING CONDITIONS:	
BENEFITS:	
- Gain a sense of self-satisfaction in helping to connect ill and homebound parishioners to their Faith community	
SCREENING MEASURES:	LEVEL OF RISK:
	L      M      H

(NAME OF PARISH)

## VOLUNTEER MINISTRY DESCRIPTION

TITLE: Church Nurse	PARTICIPANT GROUP(S): All Ages
<b>GOALS:</b> <span style="float: right;">TERMS: 1.5 hrs per week</span> - To assist parishioners maintain good quality of health and prevent illness	
<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b> - Counsel parishioners on health issues to maintain a healthy lifestyle (May include listening, teaching, explaining, empathizing and developing health programs) - Provide bereavement assistance as required - Assist parishioners to make informed medical decisions - Provide home and hospital visiting as required, acting as a resource while working in conjunction with other persons and groups. - Advocate on behalf of parishioners and serve as liaison with other health care professionals with the permission of the person served - Pray with parishioners when requested <span style="float: right;">- Maintain confidentiality</span>	
<b>BOUNDARIES &amp; LIMITS:</b>	
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b> - Registered Nurse in good standing with The College of Nurses of Ontario holding a current certificate of competence - Education and experience beyond Registered Nurse qualification - Communication skills	
<b>PERSONAL TRAITS &amp; QUALITIES:</b>	
<b>ORIENTATION &amp; TRAINING:</b> - Workshops - Courses on Parish Nursing	
<b>SUPPORT, SUPERVISION &amp; EVALUATION:</b> - Support and supervision from Priest and Deacons	
<b>MANDATORY ACTIVITIES:</b>	
<b>WORKING CONDITIONS:</b>	
<b>BENEFITS:</b> - Gain sense of satisfaction in assisting parishioners to make health related decisions that lead to enhanced health status and Life style	
<b>SCREENING MEASURES:</b> - Pray with parishioners when requested - Maintain confidentiality	<b>LEVEL OF RISK:</b> L      M      H

(NAME OF PARISH)

## VOLUNTEER MINISTRY DESCRIPTION

**TITLE:** Screening Committee Member

**PARTICIPANT GROUP(S):** Adults

<b>GOALS:</b>	<b>TERMS:</b> 3 yr commitment / 4 hrs per week		
- To assist in the management of a program to screen Volunteers of the Parish			
<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"> <li>- Assist to develop, implement, monitor and evaluate screening practices based on the "Screening in Faith" Program</li> <li>- Promote the importance of screening to prospective and current volunteers of the Parish</li> <li>- Ensure required training, supervision and other supports are provided to volunteers</li> <li>- Carry out periodic inspections to ensure compliance with the screening program</li> <li>- Establish and maintain confidential records on volunteers</li> </ul>			
<b>BOUNDARIES &amp; LIMITS:</b>			
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b>			
<ul style="list-style-type: none"> <li>- Program development skills</li> <li>- Teaching/training skills</li> </ul>			
<b>PERSONAL TRAITS &amp; QUALITIES:</b>			
- Self - starter	- Ability to manage sensitive issues	- Trustworthy	
<b>ORIENTATION &amp; TRAINING:</b>			
- Workshops on screening volunteers			
<b>SUPPORT, SUPERVISION &amp; EVALUATION:</b>			
- Support and supervision by the screening committee coordinator			
<b>MANDATORY ACTIVITIES:</b>			
<b>WORKING CONDITIONS:</b>			
<b>BENEFITS:</b>			
<ul style="list-style-type: none"> <li>- Contribute to make the participation of Volunteers safer for Parishioners served</li> <li>- Enhance the participation of Volunteers</li> </ul>			
<b>SCREENING MEASURES:</b>	<b>LEVEL OF RISK:</b>		
	L	M	H

(NAME OF PARISH)

## VOLUNTEER MINISTRY DESCRIPTION

TITLE: Screening Committee Coordinator

PARTICIPANT GROUP(S): Adults

<b>GOALS:</b> - To lead the Management of a program to screen Volunteers of The Parish	<b>TERMS:</b> 3 yr commitment / 8 hrs per week
<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>- Establish and maintain a committee to implement the “Screening in Faith” Program</li> <li>- Facilitate the development, implementation, monitoring and evaluation of screening practices in The Parish based on the “Screening in Faith” Program</li> <li>- Coordinate activities of Committee Members</li> <li>- Promote the importance of screening Volunteers to Committee Members</li> <li>- Ensure Committee Members receive required training and other supports</li> <li>- Ensure confidential records are established and maintained</li> <li>- Monitor the Screening Program</li> <li>- Communicate progress of the Screening Program to The Parish</li> </ul>	
<b>BOUNDARIES &amp; LIMITS:</b>	
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>- Leadership skills</li> <li>- Organization and planning skills</li> <li>- Program management skills</li> <li>- Teaching/training skills</li> </ul>	
<b>PERSONAL TRAITS &amp; QUALITIES:</b> <ul style="list-style-type: none"> <li>- Self - starter</li> <li>- Ability to manage sensitive issues</li> <li>- Trustworthy</li> </ul>	
<b>ORIENTATION &amp; TRAINING:</b> <ul style="list-style-type: none"> <li>- Diocesan workshop training</li> <li>- Workshops in screening Volunteers</li> </ul>	
<b>SUPPORT, SUPERVISION &amp; EVALUATION:</b> <ul style="list-style-type: none"> <li>- Supervision and support by The Rector</li> </ul>	
<b>MANDATORY ACTIVITIES:</b>	
<b>WORKING CONDITIONS:</b>	
<b>BENEFITS:</b> <ul style="list-style-type: none"> <li>- Lead a program that contributes to make the participation of Volunteers safer for Parishioners served</li> <li>- Contribute to the long term development of Voluntary action in The Parish</li> </ul>	
<b>SCREENING MEASURES:</b>	<b>LEVEL OF RISK:</b> L    M    H

( Name of Parish )

## INTERVIEW FORMAT

**CANDIDATE NAME:** \_\_\_\_\_

**INTERVIEW DATE:** \_\_\_\_\_ **INTERVIEWER NAME:** \_\_\_\_\_

**VOLUNTEER MINISTRY:** \_\_\_\_\_

### MOTIVATION:

- Questions related to reasons for volunteer involvement with the particular volunteer ministry.

### SKILLS & EXPERIENCE:

- Questions related to core abilities required by the particular volunteer ministry.

### QUALIFICATIONS:

- Questions related to certified competencies required by the particular volunteer ministry.

### SITUATIONS:

- Questions related to behaviors expected of the volunteer, in different circumstances that involve the particular volunteer ministry.

### VALUES:

- Questions related to attitudes or behaviors expected of all volunteers, regardless of the volunteer ministry.

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( NAME OF PARISH )

## REFERENCE CHECK FORM

Name of Volunteer Candidate: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Reference Check Volunteer: \_\_\_\_\_ Title: \_\_\_\_\_

Volunteer Ministry considered: \_\_\_\_\_

Date of Reference Check: \_\_\_\_\_

## INSTRUCTIONS

The following information is shared with the Reference as an introduction to requesting background information on the Volunteer Candidate:

- Name of Reference Check Volunteer
- Name of Organization
- Candidate requested the Parish call the Reference to verify some information about a possible Volunteer Assignment
- Candidate has given permission for the Reference to provide full and honest information
- Discussion will take about ten minutes
- Information provided remains confidential

## REFERENCE CHECK QUESTIONS

1. How long and in what capacity have you known the Candidate?

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2. Describe in general, how the Candidate interacts with others.

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3. What would you describe as the primary skills of the Candidate?

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4. Describe the Candidate's ability to follow through with a project or assignment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What level of supervision is the Candidate most comfortable with?

\_\_\_\_\_

\_\_\_\_\_

6. How does the Candidate relate to \_\_\_\_\_?  
(group of persons served)

\_\_\_\_\_

7. In what areas could the Candidate improve?

\_\_\_\_\_

\_\_\_\_\_

8. What in general, is important to the Candidate?

\_\_\_\_\_

\_\_\_\_\_

9. What conditions bring out the best in the Candidate?

\_\_\_\_\_

\_\_\_\_\_

10. What other information may be helpful to reach a good decision?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name of Parish)

Ministry Application Form

Name of Faith Group: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Res.) \_\_\_\_\_ Business: \_\_\_\_\_

e-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Choices of Volunteer Ministries positions with the Church:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

If these choices are not available would you consider a different position?

(Please circle your choice)

**YES**

**NO**

Identify your current and/or previous Volunteer position(s), most recent first:

Organization

Volunteer Position

What are some of your personal goals in this faith community?

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Why are you volunteering for your choices of Volunteer Ministries?

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■ **Please Note :** completion of The Ministry Application Form does not ensure acceptance as a Volunteer with The Parish

References: (List three references: i.e; Faith group, professional)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Res) \_\_\_\_\_ Business: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Interviewer's Comments:

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Res) \_\_\_\_\_ Business: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Interviewer's Comments:

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Res) \_\_\_\_\_ Business: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Interviewer's Comments:

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#### AUTHORIZATION FOR THE COLLECTION OF PERSONAL INFORMATION:

I, \_\_\_\_\_, Authorize \_\_\_\_\_  
(Name of Parish)

to collect personal information appropriate to the Ministries applied for and to verify the character references I have supplied.

I understand that the information obtained will be kept confidential.

I further agree to participate in the screening process and understand the classes of information which will be provided.

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*(Day / month / year)*

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*(Applicant's Signature)*

**Anglican Church of Canada,  
Diocese of Huron  
Deanery of Essex**

## **Screening Procedures**

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(Name of Parish)

#### **VOLUNTEER MINISTRY DESCRIPTION**

TITLE: Rector

PARTICIPANT GROUP (S): All

GOALS:

TERMS: Determined by The Parish. Hours: Until the job is done, meeting the needs of people as well as balancing his personal needs with his family.

- To be Prophet, Priest and Pastor to the people of The Parish, and to inspire them to be faithful to Christ and the community as a whole.

<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>- Prophet: Prepare sermons and offer catechetical resources (baptism prep., wedding prep., etc) as needed. To challenge the faithful to ministry in community and wider world.</li> <li>- Priest: As The Parish's "Chief Liturgical Officer" (from licence to Rector) under the authority of The Bishop, to plan thoughtful and moving liturgies.</li> <li>- Pastor: To visit those who are hospitalized, institutionalized (shut-ins), bereaved, newcomers, parishioners in critical situations, etc. To offer support and to embody the presence of Christ in their midst. The Rector is to model the truth of the paschal mystery.</li> </ul>	
<b>BOUNDARIES &amp; LIMITS:</b>	
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b>	
<ul style="list-style-type: none"> <li>- Ability to relate to different personalities and ages in the varying life situations they are experiencing.</li> <li>- Know and communicate well, the grace of GOD in Christ in both the spoken word and ritual in formal and informal settings.</li> </ul>	
<b>PERSONAL TRAITS &amp; QUALITIES:</b>	
<ul style="list-style-type: none"> <li>- Humbleness to know that it is GOD who is honoured, not the person holding the title Rector</li> <li>- To recognize the most intrinsic worth of all people and to respect the dignity of every human being GOD sends the Rector's way.</li> </ul>	
<b>ORIENTATION &amp; TRAINING:</b>	
<ul style="list-style-type: none"> <li>- Seminary training, and the knowledge that the person is always in training.</li> </ul>	
<b>SUPPORT, SUPERVISION &amp; EVALUATION:</b>	
<ul style="list-style-type: none"> <li>- Responsible with the Wardens to the seeing of continued support and training</li> <li>- Immediate support comes from Wardens, Deacon, other Clergy, and Parishioners.</li> </ul>	
<b>MANDATORY ACTIVITIES:</b>	
<b>WORKING CONDITIONS:</b>	
<b>BENEFITS:</b>	
<ul style="list-style-type: none"> <li>- Satisfaction in being able to "Live the Gospel"</li> <li>- To be a blessing to people and make a difference in their well being</li> <li>- Being able to communicate the Love of GOD in Jesus Christ by the word spoken and gestures used in liturgy</li> </ul>	
<b>SCREENING MEASURES:</b>	<b>LEVEL OF RISK:</b>
	L      M      H

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(Name of Parish)

#### MINISTRY DESCRIPTION

**TITLE:** Deacon

**PARTICIPANT GROUP(S):** ALL AGES

GOALS:	TERM: Ordination is forever, practicing as long as the "mission" is being carried out.
	<ul style="list-style-type: none"> <li>- To take The Church into the world.</li> <li>- To minister as well to those outside The Church or Faith in all walks of life.</li> <li>- To function as a Deacon in the liturgy of The Parish.</li> </ul>
ACTIVITIES, TASKS & RESPONSIBILITIES:	<ul style="list-style-type: none"> <li>- To assist as Deacon in the liturgy, and in personal mission to the community.</li> <li>- To preside and/or preach as required in The Parish</li> <li>- To minister to those in the congregation in need or requested.</li> <li>- To take Holy Communion to the sick, anoint and /or baptize in emergency.</li> </ul>
BOUNDARIES & LIMITS:	
SKILLS, EXPERIENCE & QUALIFICATIONS:	<ul style="list-style-type: none"> <li>- Call to Ordination, fulfilling Diocesan training</li> <li>- "To be raised up" to "individual mission" to the world by The Parish Vestry.</li> </ul>
PERSONAL TRAITS & QUALITIES:	<ul style="list-style-type: none"> <li>- High degree of integrity</li> </ul>
ORIENTATION & TRAINING:	<ul style="list-style-type: none"> <li>- Diocesan supervision by The Bishop</li> <li>- Training is responsibility of person through various Colleges</li> <li>- Support by other clergy and parishioners.</li> </ul>
SUPPORT, SUPERVISION & EVALUATION:	
MANDATORY ACTIVITIES:	
WORKING CONDITIONS:	
BENEFITS:	<ul style="list-style-type: none"> <li>- To carry Christ to others.</li> <li>- The longer the Deacon acts as a Deacon, the more meaningful the role becomes.</li> <li>- To make a difference in the lives of people</li> </ul>
SCREENING MEASURES:	LEVEL OF RISK: L      M      H

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(Name of Parish)

#### VOLUNTEER MINISTRY DESCRIPTION

TITLE: PARTICIPANT GROUP(S):

GOALS:	
ACTIVITIES, TASKS & RESPONSIBILITIES:	
BOUNDARIES & LIMITS:	
SKILLS, EXPERIENCE & QUALIFICATIONS:	
PERSONAL TRAITS & QUALITIES:	
ORIENTATION & TRAINING:	
SUPPORT, SUPERVISION & EVALUATION:	
MANDATORY ACTIVITIES:	
WORKING CONDITIONS:	
BENEFITS:	
SCREENING MEASURES:	LEVEL OF RISK: L      M      H