

(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

(NAME OF PARISH)

**VOLUNTEER MINISTRY DESCRIPTION**

**TITLE:** Coordinator of Servers

**PARTICIPANT GROUP(S):** Young Adults

**GOALS:**

- Provide Servers with support for their liturgies ministry in order that the Church can worship more effectively.

**TERMS:** 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:**

- To provide safe childcare for young children while their caregivers attend Church services.

**TERMS:** 1yr commitment /1 hr every 4 to 5 weeks

**ACTIVITIES, TASKS & RESPONSIBILITIES:**

- Maintain a safe environment for young children
- Supervise and play with children
- Change diapers using sanitary procedures
- 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

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(NAME OF PARISH)

**VOLUNTEER MINISTRY DESCRIPTION**

**TITLE:** Nursery Coordinator

**PARTICIPANT GROUP(S):** Children 0-5 yrs

<b>GOALS:</b> - To provide a safe environment for young children while their caregivers attend Church Service	<b>TERMS:</b> 2 yr commitment / available if required during a Sunday service
<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b> - 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	
<b>BOUNDARIES &amp; LIMITS:</b>	
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b> - Ability to develop a rapport with young children - Organization skills	
<b>PERSONAL TRAITS &amp; QUALITIES:</b> - Reliable - Enjoy working with young children	
<b>ORIENTATION &amp; TRAINING:</b> - On the job instruction	
<b>SUPPORT, SUPERVISION &amp; EVALUATION:</b>	
<b>MANDATORY ACTIVITIES:</b>	
<b>WORKING CONDITIONS:</b>	
<b>BENEFITS:</b> - Gain experience managing volunteers - Gain experience working with young children - Gain a sense of satisfaction helping parents by caring for their children	
<b>SCREENING MEASURES:</b>	<b>LEVEL OF RISK:</b> L M H

(NAME OF PARISH)

VOLUNTEER MINISTRY DESCRIPTION

TITLE: Sunday School Teacher

PARTICIPANT GROUP(S): Children

<b>GOALS:</b> Nurture the faith of children through example and weekly scripture study and life application	<b>TERMS:</b> 1 yr commitment / 2hrs per week (1 hr preparation/1 hr teaching)
<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b> - 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 - Attend occasional meetings - Implement the preparation on Sunday Morning - Be aware of any allergies that children may have	
<b>BOUNDARIES &amp; LIMITS:</b>	
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b> - Experience working with children - Sensitivity to the needs of children - Organization skills - Time management skills	
<b>PERSONAL TRAITS &amp; QUALITIES:</b> - Strong faith and willingness to share it - Flexible - Love and appreciate children - Dependable	
<b>ORIENTATION &amp; TRAINING:</b> - Review of written resources (curriculum) - Workshops - On the job instruction	
<b>SUPPORT, SUPERVISION &amp; EVALUATION:</b>	
<b>MANDATORY ACTIVITIES:</b>	
<b>WORKING CONDITIONS:</b>	
<b>BENEFITS:</b> - Satisfaction of making a difference in the lives of children - Gain enhanced knowledge of The Bible - Gain teaching experience	
<b>SCREENING MEASURES:</b>	<b>LEVEL OF RISK:</b> L M H

\_\_\_\_\_  
(NAME OF PARISH)



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(NAME OF PARISH)

**VOLUNTEER MINISTRY DESCRIPTION**

**TITLE:** Sunday School Superintendent

**PARTICIPANT GROUP(S):** Children

**GOALS:**

**TERMS:** 1 yr commitment

- Organize and lead Christian education for children in The Parish

**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

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(NAME OF PARISH)  
**VOLUNTEER MINISTRY DESCRIPTION**

TITLE: YOUTH GROUP MINISTER

PARTICIPANT GROUP(S): Youth

<b>GOALS:</b> <b>TERMS:</b> 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
<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b> - 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
<b>BOUNDARIES &amp; LIMITS:</b>
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b> - 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
<b>PERSONAL TRAITS &amp; QUALITIES:</b> -Sincere           - Strong desire to help youth           - Good sense of humor
<b>ORIENTATION &amp; TRAINING:</b> - Mentoring with senior Youth Group Ministers in the congregation - Other training available at Youth leadership retreats, seminars and sessions through the Anglican Youth Ministry
<b>SUPPORT, SUPERVISION &amp; EVALUATION:</b> -Support provided by the Rector and Wardens
<b>MANDATORY ACTIVITIES:</b>
<b>WORKING CONDITIONS:</b>
<b>BENEFITS:</b> - 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
<b>SCREENING MEASURES:</b>
<b>LEVEL OF RISK:</b> <div style="text-align: center;">L     M     H</div>



(NAME OF PARISH)

### VOLUNTEER MINISTRY DESCRIPTION

TITLE: Eucharist Minister

PARTICIPANT GROUP(S): Ill and Homebound

<b>GOALS:</b> - To assist in connecting ill and homebound Parishioners to the faith community through The Holy Communion	<b>TERMS :</b> 3 hrs every 4 to 5 weeks, on Sundays
<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b> - 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	
<b>BOUNDARIES &amp; LIMITS:</b>	
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b> - Communication skills - Ability to deal with diverse and sometimes difficult circumstances related to ill and homebound persons	
<b>PERSONAL TRAITS &amp; QUALITIES:</b> - Strong sense of Christian life and community - Compassionate - Caring	
<b>ORIENTATION &amp; TRAINING:</b> - On the job instruction	
<b>SUPPORT, SUPERVISION &amp; EVALUATION:</b> - Support from The Deacon or Rector	
<b>MANDATORY ACTIVITIES:</b>	
<b>WORKING CONDITIONS:</b>	
<b>BENEFITS:</b> - Gain a strong sense of worth and involvement in The Christian community - Develop a deeper understanding of the scope of The Church	
<b>SCREENING MEASURES:</b>	<b>LEVEL OF RISK:</b> L M H

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(NAME OF PARISH)

### VOLUNTEER MINISTRY DESCRIPTION

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

<b>GOALS</b>	<b>TERMS:</b> 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
<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b> - 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.	
<b>BOUNDARIES &amp; LIMITS:</b>	
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b> - Organization skills                      - Experience taking The Holy Communion to others	
<b>PERSONAL TRAITS &amp; QUALITIES:</b> - Sensitivity to the ill and homebound and their family	
<b>ORIENTATION &amp; TRAINING:</b> - Diaconate training program	
<b>SUPPORT, SUPERVISION &amp; EVALUATION:</b> - Support from The Rector or Deacons of The Parish	
<b>MANDATORY ACTIVITIES:</b>	
<b>WORKING CONDITIONS:</b>	
<b>BENEFITS:</b> - Gain a sense of self-satisfaction in helping to connect ill and homebound parishioners to their Faith community	
<b>SCREENING MEASURES:</b>	<b>LEVEL OF RISK:</b>  L    M    H

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(NAME OF PARISH)

VOLUNTEER MINISTRY DESCRIPTION

TITLE: Church Nurse

PARTICIPANT GROUP(S): All Ages

<b>GOALS:</b> - To assist parishioners maintain good quality of health and prevent illness		<b>TERMS:</b> 1.5 hrs per week	
<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 - Maintain confidentiality			
<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	

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(NAME OF PARISH)

## VOLUNTEER MINISTRY DESCRIPTION

TITLE: Screening Committee Member

PARTICIPANT GROUP(S): Adults

<b>GOALS:</b> - To assist in the management of a program to screen Volunteers of the Parish	<b>TERMS:</b> 3 yr commitment / 4 hrs per week
<b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b> - Assist to develop, implement, monitor and evaluate screening practices based on the "Screening in Faith" Program - Promote the importance of screening to prospective and current volunteers of the Parish - Ensure required training, supervision and other supports are provided to volunteers - Carry out periodic inspections to ensure compliance with the screening program - Establish and maintain confidential records on volunteers	
<b>BOUNDARIES &amp; LIMITS:</b>	
<b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b> - Program development skills - Teaching/training skills	
<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> - Contribute to make the participation of Volunteers safer for Parishioners served - Enhance the participation of Volunteers	
<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

<p><b>GOALS:</b></p> <ul style="list-style-type: none"> <li>- To lead the Management of a program to screen Volunteers of The Parish</li> </ul>	<p><b>TERMS:</b> 3 yr commitment / 8 hrs per week</p>
<p><b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b></p> <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>	
<p><b>BOUNDARIES &amp; LIMITS:</b></p>	
<p><b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>- Leadership skills</li> <li>- Program management skills</li> <li>- Organization and planning skills</li> <li>- Teaching/training skills</li> </ul>	
<p><b>PERSONAL TRAITS &amp; QUALITIES:</b></p> <ul style="list-style-type: none"> <li>- Self - starter</li> <li>- Ability to manage sensitive issues</li> <li>- Trustworthy</li> </ul>	
<p><b>ORIENTATION &amp; TRAINING:</b></p> <ul style="list-style-type: none"> <li>- Diocesan workshop training</li> <li>- Workshops in screening Volunteers</li> </ul>	
<p><b>SUPPORT, SUPERVISION &amp; EVALUATION:</b></p> <ul style="list-style-type: none"> <li>- Supervision and support by The Rector</li> </ul>	
<p><b>MANDATORY ACTIVITIES:</b></p>	
<p><b>WORKING CONDITIONS:</b></p>	
<p><b>BENEFITS:</b></p> <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>	
<p><b>SCREENING MEASURES:</b></p>	<p><b>LEVEL OF RISK:</b></p> <p>L M H</p>

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( 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.

\_\_\_\_\_  
( 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.

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

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

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7. In what areas could the Candidate improve?

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

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

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

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(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?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you volunteering for your choices of Volunteer Ministries?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **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)*

*(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

<b>GOALS:</b>	<b>TERMS:</b> 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.
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**ACTIVITIES, TASKS & RESPONSIBILITIES:**

- 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.
- Priest: As The Parish's "Chief Liturgical Officer" (from licence to Rector) under the authority of The Bishop, to plan thoughtful and moving liturgies.
- 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.

**BOUNDARIES & LIMITS:**

**SKILLS, EXPERIENCE & QUALIFICATIONS:**

- Ability to relate to different personalities and ages in the varying life situations they are experiencing.
- Know and communicate well, the grace of GOD in Christ in both the spoken word and ritual in formal and informal settings.

**PERSONAL TRAITS & QUALITIES:**

- Humbleness to know that it is GOD who is honoured, not the person holding the title Rector
- To recognize the most intrinsic worth of all people and to respect the dignity of every human being GOD sends the Rector's way.

**ORIENTATION & TRAINING:**

- Seminary training, and the knowledge that the person is always in training.

**SUPPORT, SUPERVISION & EVALUATION:**

- Responsible with the Wardens to the seeing of continued support and training
- Immediate support comes from Wardens, Deacon, other Clergy, and Parishioners.

**MANDATORY ACTIVITIES:**

**WORKING CONDITIONS:**

**BENEFITS:**

- Satisfaction in being able to "Live the Gospel"
- To be a blessing to people and make a difference in their well being
- Being able to communicate the Love of GOD in Jesus Christ by the word spoken and gestures used in liturgy

**SCREENING MEASURES:**

**LEVEL OF RISK:**

L M H

\_\_\_\_\_  
(Name of Parish)

**MINISTRY DESCRIPTION**

**TITLE:** Deacon

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

<p><b>GOALS:</b></p> <p><b>TERM:</b> Ordination is forever, practicing as long as the "mission" is being carried out.</p> <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>
<p><b>ACTIVITIES, TASKS &amp; RESPONSIBILITIES:</b></p> <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, annoint and /or baptize in emergency.</li> </ul>
<p><b>BOUNDARIES &amp; LIMITS:</b></p>
<p><b>SKILLS, EXPERIENCE &amp; QUALIFICATIONS:</b></p> <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>
<p><b>PERSONAL TRAITS &amp; QUALITIES:</b></p> <ul style="list-style-type: none"> <li>- High degree of integrity</li> </ul>
<p><b>ORIENTATION &amp; TRAINING:</b></p> <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>
<p><b>SUPPORT, SUPERVISION &amp; EVALUATION:</b></p>
<p><b>MANDATORY ACTIVITIES:</b></p>
<p><b>WORKING CONDITIONS:</b></p>
<p><b>BENEFITS:</b></p> <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 lifes of people</li> </ul>
<p><b>SCREENING MEASURES:</b></p>
<p><b>LEVEL OF RISK:</b></p> <p style="text-align: center;">L    M    H</p>

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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