



PROJETS

DIOCESAN POLICY  
OF  
RESPONSIBLE PASTORAL  
MINISTRY

Catholic Church of Montreal  
2000 Sherbrooke West  
Montreal, Quebec,  
H3H 1G4

PROJECT

# TABLE OF CONTENTS

## DIOCESAN POLICY ON RESPONSIBLE PASTORAL MINISTRY

1- BENEFITS OF RESPONSIBLE PASTORAL MINISTRY.....	5
2- DEFINITIONS.....	5
3- GUIDELINES FOR THE PEOPLE IN CHARGE .....	6
4- APPLICATION .....	7
5- FILTERING PROCESS.....	7
6- THE TEN STEPS FOR SCREENING .....	8
Step 1 – Description of tasks and functions.....	8
Step 2 – Risk Assessment .....	9
Step 3 – Recruitment Process .....	9
Step 4 – Application Form.....	10
Step 5 – Interview .....	10
Step 6 – References Check .....	11
Step 7 – Police Record Check.....	11
Step 8 – Orientation and Training.....	11
Step 9 – Monitoring and Evaluation .....	12
Step 10 – Follow-up and Feedback.....	12
7- APPENDIX .....	
1. Available Resources .....	14
2. Job Description Templates .....	15
3. Risk Assessment.....	26
4. Examples of Risk Factors in Church.....	27
5. Evaluation of Risk for Volunteer Positions.....	28
6. Positions having a High Degree of Risk.....	29
7. Application Form for Volunteers .....	30
8. Application Form for Paid Employees .....	32
9. Practical Guide for Interview .....	34
10. Volunteer Interview Questionnaire .....	35
11. Individuals Rights and Freedoms Table .....	38
12. References Check Guidelines.....	42
13. References Check Questionnaire Template.....	43
14. Request to check police record.....	46
15. Mutual Commitment Agreement for Volunteers.....	49
16. Code of Ethics specific to intervention with children, teenagers and minors under the law.....	50
17. Code of Conduct for intervention with minors and vulnerable adults .....	53

PROJECT

**A Responsible Pastoral Ministry** is every pastoral action committed to never use any type of abuse: sexual, emotional, financial or physical against any minor or vulnerable person in order to protect Dignity and Integrity of all people because they are « *in the image of God* ».

## **1. BENEFITS OF RESPONSIBLE PASTORAL MINISTRY**

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Considering that our diocesan Church, its Parishes, and its Missions have an obligation to ensure the safety and integrity of the people to whom we bring the Gospel message and offer our pastoral care; the Catholic Church of Montreal has adopted A Responsible Pastoral Policy with the intention of:

- **Preventing the abuse of children, young adults, and other vulnerable people.** Prevention includes the implementation of an action plan (screening and code of ethics) to prevent opportunities for abuse, neglect, and prejudice.
- **Protecting clergy, staff, and volunteers against allegations of wrongdoing.** This is to ensure the integrity, security, and reputation of all stakeholders (employees or volunteers) acting through a recognized pastoral activity.
- **Preserving the image and reputation of the Catholic Church** as a whole. Through concrete steps taken by the Archdiocese of Montreal, it is to protect the Church from defamation, sanctions, and the effects resulting from malicious advertising.
- **Training and supporting** clergy, staff, and volunteers.
- **Reporting** all incidents involving abuse, neglect, and/or injury. Such incidents, regardless of time and place, will be reported immediately to the appropriate authorities.

## **2. DEFINITIONS**

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Notwithstanding these definitions, it should be noted that the diocesan policy and procedures for volunteer management and screening described in this guide applies to all lay, ordained, mandated (or not), paid, or volunteer people working on behalf of a parish or the Catholic Archdiocese of Montreal.

**Abuse:** Abusing someone implies undue and harmful power over him. In the context of the abuses we are talking about here, it is in most cases an adult or a person in a position of power exercising dominance over a weaker one. These abuses will leave, in the victim, wounds more or less profound. Abuse can be physical, psychological, financial and sexual.

**Vulnerable person:** A person for whom it is difficult or who is unable, by reason of age, disability, or temporary or permanent circumstances, to ensure his/her own protection. Consequently, he/she is more exposed to the risk of abuse, mistreatment, or aggression. A person is vulnerable because he/she is not able to adequately protect himself/herself, or because he/she relies on others in positions of trust on whom he/she depends. Finally, a person is vulnerable because it is difficult or impossible to know the abuse he/she suffered.

**Volunteer:** A person who decides to voluntarily provide a service or perform an activity or task; who performs such an activity without being forced or feeling obligated; performs this activity to assist a person

or organization or the whole community; is not paid for the service or activity. Persons aged 12-18 years must also comply with the policy when acting as volunteers.

Although this guide deals specifically with the screening of volunteers, the same principles apply to paid employees and priests.

**Event:** Casual or occasional events organized by a parish; i.e. a party, concert, or an annual picnic.

**Participants:** People who participate in a program, an event, or receive services through the diocese or parish. They are the recipients of a parish or diocesan pastoral service.

**Pastoral program:** A series of similar events, organized or orchestrated by the parish or diocese, extending over a period of time in which the risk level remains relatively constant; i.e. the weekly meetings of catechists, pastoral visits to a hospital or home for the elderly, home visits, weekly youth meetings.

**Minor:** By "minor" we mean any person under 18 years of age as well as any person who has an imperfect use of reason.

**Criminal record:** Conviction of a criminal or penal offense that is not a conflict of interest with the job or task applied for, as well as any misconduct causing reasonable fear that they are a potential risk to the physical or emotional safety of the people with whom the candidate (volunteer or paid) will work.

**Person in charge:** May or may not be salaried. We will use this term to identify the person in charge designated by the Christian community, as their representative (of authority) in charge of preparing, executing, and/or coordinating all pastoral activities (programs, activities, camps, tours, events, etc.) on behalf of the parish or diocese. This person may lead or coordinate employees or volunteer staff. These people are usually 18 years of age or older. Persons aged 12-18 years must also comply with the policy when acting as responsible persons.

**Due diligence:** This legal principle determines the obligation of individuals and organizations to take reasonable steps to ensure the care and protection in the interest of the other. Due diligence is a legal and moral obligation that is the basis of the screening process.

### **3. GUIDELINES FOR THE PEOPLE IN CHARGE**

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Sound management of human resources and rigorous application of the screening process are now a necessity for the Church of Montreal. Unfortunately, even if all efforts are put in place to prevent abuse and mistreatment, no procedure is perfect and risk-free. Even if the screening's results are based on a set of policies and procedures, it is essentially based on the exercise of good judgment. That is why, at all levels of the Church of Montreal, people who will implement the screening procedures presented here should not simply apply them as we follow a recipe. Their first work tool remains their judgment. For each of the 10 stages of screening, the people in charge of implementing the screening procedures must use their judgment.

#### Important distinction

A parish or the diocese, and all agencies attached to them, recognize a worldwide mission. They have an action plan and have identified ways to achieve their mission. These resources are reflected in the pastoral activities decided on and implemented by the parish or diocese. Parish and diocesan authorities are invited to be careful and make distinctions between recognized pastoral activities and personal initiatives driven by the apostolic zeal of their paid or volunteer staff.

In church, we hope that all the baptized can bear witness to the faith that lives within them and their love for Christ. However, we should be aware that the employee or volunteer can be identified with the parish and/or diocese. Care should be taken to:

- Make a clear distinction between what is a recognized activity and what is not; i.e. spontaneous support, personal initiative, etc. Ensure this distinction is clear for parish or diocesan authorities, for the employee or volunteer staff, and for the usual participants or beneficiaries of pastoral services.
- Make it clear to staff identified with the institution that the advocated code of ethics applies at all times, even when people are not at work in a recognized activity.
- Remain vigilant in situations of personal initiatives. If these initiatives are manifestations of love of neighbor, they can also be indicative of the interest and motivation of people.

#### **4. APPLICATION**

This guide applies to all employees, volunteers, and priests working in the Archdiocese of Montreal; parishes, diocesan offices and services, organizations, parish and diocesan ministries, etc.

The pastor of each parish and leaders of diocesan offices and services should ensure that the diocesan policy and the screening process are taking place and properly applied. They can count on diocesan support and on the external resources identified in Appendix 1. Police record checks of all persons occupying high- risk positions will be coordinated with the responsible pastoral service.

#### **5. FILTERING**

Screening is the process used by organizations to carefully scrutinize the people who apply for volunteer or paid employment in order to select the best candidate and to remove, as much as possible, incompetent, threatening, or dangerous people. The screening process is a responsible action of human resources management whose purpose is to create and maintain a safe environment.

This process requires the identification of all tasks related to a service provided by a person, either paid or unpaid. The screening process promotes the appropriate matching of a volunteer to a task. It requires an evaluation of the risks inherent to the task, a description of volunteer positions, the establishment of the suitability of a candidate for the job to be filled, and if necessary, verification of criminal history, training, and when circumstances require, modification of the terms and conditions of executing the task.

The screening process begins long before a person starts to work at an organization and ends once he/she leaves it. The screening steps, developed by Volunteer Canada, are listed here and have been adapted for ecclesial realities. They are divided into three parts: before the selection, the selection process, and management.

##### Before the selection of staff and volunteers

1. Job Description
2. Risk Assessment
3. Recruitment Process

##### The selection process

4. Application Form
5. Interview
6. References Check
7. Criminal background checks\*\*

##### Management of employees and volunteers

8. Orientation and Training
9. Supervision and Evaluation
10. Follow-up and Feedback

*\*\*Mandatory for all employees and volunteers occupying a high-risk position.*

Steps 1-7 must be completed before a new employee or volunteer starts in the role.

All employees and volunteers currently holding positions at the time this guide is implemented should complete the application form and be informed of the code of ethics determined by the parish.

People in high-risk positions should have criminal background checks and complete the orientation and training sessions.

All the steps outlined here must be applied to all employees and volunteers of the parish or diocese except Step 7. Criminal background checks are required only for high-risk positions.

All employees and volunteers occupying a high-risk position should have criminal background checks done every three (3) years.

This process is not associated with a person but with a task. Therefore, it is essential that the parish responsible for the implementation of the diocesan policy and for the screening process reviews all 10 steps whenever a volunteer or an employee changes a job. In cases where a person has more than one task or occupy more than one position, he/she should be subject to screening measures for the position that has the highest risk.

The parish/office/service responsible for the implementation of the diocesan policy and screening process must use his discretion and must apply his good judgment in each of the 10 steps, for each case to be reviewed.

## **6. THE TEN STEPS FOR SCREENING**

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### **Step 1 – Description of tasks or functions**

The job description (see appendix no. 2) is an effective and necessary tool as it serves to define the tasks that must be completed within a particular service or pastoral activity. If we need the services or skills of a person, it is quite normal that we can say clearly what is expected of him/her, and do so in writing. The job description helps us to establish rules and procedures to be followed by all those who work on pastoral activities. The level of risk associated with the task will also be more easily identifiable.

The job description should contain most of the following:

- The job title
- The purpose of the position
- The group of participants
- The tasks and activities of the position
- The description of responsibilities
- The skills, experience, or qualifications required
- The authority the position holds
- Guidance on the conditions of the task (time, place, working conditions, etc.)

During the interview (Step 5) the interviewee should have a copy of the description of the tasks he/she will have to perform.



## Step 2 – Risk Assessment

The risk analysis (see appendix no. 3 to 6) associated with a task or position is essential to determine the appropriate screening measures. It is this analysis that will guide the responsible person at the parish/office/service with the subsequent 10-step screening process. Screening is always linked with the job or task and not with the person. For example, if a well-known volunteer, who has been performing a low-risk task for several years changes position for a task at a higher risk, he/she must still undergo the screening process (the 10 steps and possibly the criminal record check). It is the risk analysis that determines the application of the 10 steps, not the person or our familiarity with him/her.

We can evaluate potential risk along a continuum from low to high. Factors to be considered when determining risk level are:

- The participants or beneficiaries (people’s age, physical state, degree of vulnerability)
- Environment (location of activity, physical layout, public/private)
- Activity (type of service provided, entertainment, counseling, visit)
- Supervision (person present, direct, indirect, frequency)
- Nature of the relationship (individual, group, intensity, intimacy)

	Position or task									Risk	
	Weak			Medium				High			
Participants	1	2	3	4	5	6	7	8	9	10	
Environment	1	2	3	4	5	6	7	8	9	10	
Activity	1	2	3	4	5	6	7	8	9	10	
Supervision	1	2	3	4	5	6	7	8	9	10	
Nature of the Relationship	1	2	3	4	5	6	7	8	9	10	

As the risk analysis is based on the perception and judgment of the person responsible for the implementation of the policy, it is recommended that at least two other people, including the diocesan coordinator of the Responsible Pastoral, participate in the exercise to compare perceptions as each person has different sensitivity or tolerance levels.

The risk assessment should be reviewed annually or when changes occur to one of the five factors above. The same procedure must be followed for each special event undertaken by the parish, service or office.

Risk assessments must be completed, dated, signed, and filed for future reference.

As shown, the risk analysis is based on the job or task but it must be noted that it is also possible to reduce the risk by modifying one or more of the risk factors presented above. It is possible to modify the activity or environment to reduce the risk.

## Step 3 – Recruitment Process

During the recruitment process (requesting help) begins the selection process of choosing and placing the right person in the right position. It is a bilateral process because the person must also discern whether the

task or the organization and mission of the Church suits him. To do this, the information contained in the job description will be valuable (customers, tasks, schedules, locations, etc.).

Parishes and the diocese have different recruitment strategies for their volunteer or paid staff. They should proceed as per usual but also it is recommended to provide, as much as possible, written documentation.

In general, the recruitment of paid staff is quite formal; job posting, explanatory documents, conditions of employment. Volunteer recruitment is often much less formal and based on meetings and personal relationships that can complicate the screening process. Hiring personnel may feel uncomfortable when they must formalize procedures. One way to move smoothly from an informal to a formal process is:

- To provide a document describing the need (or job description) upon approaching a prospective volunteer.
- To explain at the outset that the parish has responsibilities and that everyone (volunteers and paid staff) must go through a formal process to work within the community. Do not give the impression that any candidate will be accepted. The requested help is important and recruitment is treated seriously. Being invited to provide services is a privilege and a commitment to a sacred mission.
- To provide information on the screening process. It is best to avoid surprises and to give people the opportunity to withdraw themselves.

Experience shows that people understand why screening is necessary, and appreciate giving their time and being involved with a serious and responsible organization.

#### **Step 4 – Application Form**

An application form (see appendix no. 7 & 8) for volunteer or paid employee must be completed by each person. It collects basic information such as name, address, and experiences, which allows parishes, offices or services to perform criminal background checks when the risk associated with the position requires it. This form contains only the information needed to make a decision on the acceptance of the candidate. The application form must be kept permanently.

This form should:

- Collect contact and required information about the person. Only the information needed should be requested.
- Request at least two social references.
- Request authorization to do a criminal background check if ever necessary.

#### **Step 5 – Interview**

Any new person providing services, either at the diocesan or parish level, must undergo an interview conducted by at least two interviewers. The questions (see appendix no. 9 & 10) should relate to the development of the candidate (his/her experiences and training), his/her current situation, and his/her motivations with respect to the person rights according to the criteria listed in the table (see appendix no. 11). The interview provides the opportunity to evaluate the interpersonal skills and maturity of the candidate. Special attention should be given to:

- Interpersonal skills (attitudes: openness, respect, dedication, reliability, etc.)
- Know-how (skills: communication, cooperation, teamwork, etc.)

Particularly in the case of an interview for a high-risk position that supports vulnerable customers, it is important to understand what motivates the candidate to want to get involved with this type of clientele.

During the interview, the interviewer must clearly describe the task. This is also the time to inform the candidate of his/her role and his/her limitations in the parish organization. It should also explain the following: the orientation period, the training that will be provided, mechanisms for follow-up, supervision, and evaluation.

The interview should not last more than one hour. The notes of the interview must be kept secure and confidential.

### **Step 6 – References check**

Two (2) references at least are requested in the application form (Step 4). Reference sources (people whose names are provided for reference) may be employers, managers of volunteers, parish priests, or community members having no family ties with the candidate. This verification is usually done by phone and should not last more than 10 minutes (see appendix no. 12 & 13). The verification of references is often a very effective screening tool. Do not assume that this step is unnecessary because the candidates only provide references that are favorable to them. People do not expect the verification to be done. The results must be kept secure and confidential.

### **Step 7 – Police Record Checks**

A police record check is required for all persons applying for a high-risk position. Contrary to popular belief, it is not this step that acts as the whole screening process; it is the application of all 10 steps that reduces the risk of potential abuse.

The police record check is done in the framework of a Memorandum of Understanding between the police service of the municipalities concerned and the Archdiocese of Montreal. The diocesan department in charge informs parishes, and related organizations of the implementation rules of these protocols.

The simple fact of requiring from candidate to fill-in a police record check can be a deterrent (see appendix no. 14). However, it would be wrong to depend solely on this possibility. A recent study by a youth organization in Montreal showed that 4% of candidates who submit to a verification request are refused by the Police Service of Montreal (SPVM).

A police record check must be done for anyone changing from an ordinary-risk position to a high-risk position. Police record checks must be updated every three (3) years.



**The previous steps have allowed us to select volunteer or paid staff. A decision was made whether to accept or reject a candidate within the parish organization. These seven (7) steps ensure the best possible candidate is able to perform the duties and responsibilities specified in the job description, and can intervene with the clientele assigned to him/her.**



### **Step 8 – Orientation and Training**

Once the candidate is accepted and it is clear to all that he/she can perform all the functions described in the job description, the process of screening is not over. Vigilance toward pastoral stakeholders (employees or volunteers) must be exercised on an ongoing basis. The candidate must be regarded as “on probation” for a specified period of time that is clearly indicated. This period allows both the parish and the person to ensure they made the right choice and to reconsider if necessary.

The orientation and training stage allows:

- To review the practical aspects of the task, the objectives and expectations of parish leaders, and the internal functioning of the organization (procedures, lines of authority, responsibility, etc.).
- To familiarize people with the tools they will use (programs, catechetical curriculum, etc.).
- To know and endorse the Code of Ethics and Code of Procedures of the parish, the office or diocesan service.
- To learn more about the people.

The period determined for orientation and training is obligatory. Refusal to participate should not be accepted. People who have the time and desire to do volunteer or paid work must understand that training is part of the task. The accepted volunteer applicant will sign a mutual commitment agreement to his/her parish (see appendix no. 15). Any volunteer or paid applicant working with children should sign the code of ethics and/or the code of conduct (see appendix no. 16 & 17).

### **Step 9 – Monitoring and Evaluation**

All persons who work in a parish, office or diocesan service will be supervised and evaluated by his/her responsible. The method and frequency of assessments will vary depending on the nature of the task and the risks associated with it. Therefore, it will be necessary for the supervisor to do advance planning to prepare for the evaluation period, to inform all employees or volunteers being evaluated, and if necessary, to spend time observing the person to provide support and be able to comment on their gifts, talents, skills, style, strengths, and challenges.

In the case of positions of trust, supervision must be more regular. The results of these assessments must be documented, even if they are brief, and should be kept on file indefinitely in a secure and confidential manner.

Assessment periods are also a great opportunity to revise aspects of the tasks and review relevant points of the Code of Ethics.

### **Step 10 – Follow-up with participants and feedback**

It is not enough to believe that having met the previous nine (9) steps that a safe environment is now assured. It is necessary to make a follow-up with the beneficiaries of pastoral action (or their families) and the volunteer or paid staff who work with them.

Regular meetings or telephone contact with the participants and their families are good ways to ensure a quality program that is running properly. These meetings may also act as a deterrent for an individual who might otherwise cause harm to someone without being detected. It is vital that the parishes let everyone on their staff know that the monitoring and evaluation process, including regular contact with participants and their families, is part of management's procedures and not to be considered as a personal attack.

In situations where an employee or volunteer is often alone with a participant, it is suggested that the appropriate supervisor (or other person) makes a visit unexpectedly on occasion.

Remember that the volunteer's wages are the recognition and thanks they receive. If in Church we work generously without expectation of return, the interest put forth toward the volunteer and their work, even during Steps 9 and 10 of the screening process, reflects the importance and the appreciation of staff.

# APPENDIX

PROJECT

## APPENDIX I – AVAILABLE RESOURCES

### Diocesan Resources

- Support for parishes, diocesan offices and services: to support parishes in their efforts to manage their resources and volunteers and implement these diocesan policies, a diocesan office has been established. Office of Responsible Pastoral Ministry, (514) 925-4355
- Awareness Session: by region, sector, parish, or upon request, an awareness session can be offered locally by the diocesan office of Responsible Pastoral Ministry.

### Resources on volunteer management

- The Volunteer Bureau of Montreal (VBM) wants to promote volunteerism among the population and support its practice in community organizations.

The VBM offers a training program in volunteer management, including the selection and screening of volunteers.

2015 Drummond Street, Suite 300 (corner de Maisonneuve and Peel Metro)

Montreal, Quebec H3G 1W7

Phone: 514.842.3351 / Fax: 514.842.8977

info@cabm.net

<http://cabm.net>

- Fédération des centres d'action bénévole du Québec (French only) <http://www.fcabq.org>
- Volunteer Canada <https://volunteer.ca> – the following documents are available for download on their website:
  - 2012 Edition of the Screening Handbook
  - Safe Enough? (2006)
  - Best Practice Guidelines for Screening Volunteers: Finding the Right Match (2008)
  - Understanding Police Records Checks
  - Vulnerable Sector Scenarios – Answers – This document outlines the various scenarios in which the police service can and cannot perform a VS check.

See more at: <https://volunteer.ca/issues/screening>

- Commit to Kids Program of the Canadian Center of Child Protection  
[http://www.commit2kids.ca/app/en/what\\_is\\_commit\\_to\\_kids](http://www.commit2kids.ca/app/en/what_is_commit_to_kids)

Commit to Kids is a program to help organizations create safe environments for children. It provides policies, strategies, and a step-by-step plan for reducing the risk of child sexual abuse, encouraging organizations to take an active, participatory role in protecting children in their care.

## APPENDIX II – JOB DESCRIPTION TEMPLATES

Here we propose a standard model of a volunteer catechist job description.

### **Catechist or volunteer assistant catechist \***

Within the parish (name of the parish or pastoral area), the catechist (or assistant catechist) volunteer is a person who, with the activities provided by the parish program, leads a group of children (accompanied or not by their parents) and accompanies them in an awakening journey of faith or of initiation to the Christian life.

With the help of another person designated, a volunteer catechist (or assistant catechist) deals with a group of children (number and age of children) and welcomes them to (number of meetings) meetings during the year. Meetings are held (frequency or time) in the same place (place of meetings).

Specifically, his/her task is to: (select or add according to the needs of the parish)

- understand and adhere to the catechetical guidance of the parish.
- respect and apply the catechetical program that is presented by parish authorities (Identify the supervisor).
- in collaboration with his/her partner or his/her working group, prepare (or appropriate) the conduct, content and equipment necessary to each meeting.
- attend meetings of catechists and assistants held for catechists (frequency of meetings), during the year, to appropriate the content and the preparation of conducting meetings of the catechetical journey.
- participate in planned trainings
- animate catechetical encounters:
  - welcome parents and children
  - present the activities in a dynamic way.
  - present the activities related to the daily reality of children.
  - listen to the participants in the meetings.
  - encourage public speaking and exchange.
  - regulate group dynamics.
  - ensure that all children arrive at the meeting place and leave under parental guidance and / or according to the policies of the Parish.
- report each encounter to the parish authority.
- attend the events, ceremonies, special events, sacraments or other significant community activities within the journey of Christian initiation of children.

To be a volunteer catechist (or assistant catechist), you have simply;

- to love children and be comfortable with them.
- to have the availability to be committed for the entire journey.
- to be Catholic faith and have the willingness to testify.
- to have received the sacraments of Christian initiation.
- to comply with selection process of the parish and have provided relevant documents (Request for criminal background).
- subscribe to the code of ethics and code of conduct of the parish.

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\* The highlighted gray scales are mandatory. Feel free to modify this document under the requirements of your environment.

The following documents are provided as examples. These are job description templates. There are different ways to structure and format a job description. Whatever is the model used, the important thing is that it should contain the most of the elements listed above in the guide.

• <b>Volunteer Position Template</b>	<b>Parish Name:</b>

<b>Title :</b>	
<b>Reports to :</b>	
<b>Purpose :</b>	
<b>Job Responsibilities :</b>	
<b>Skills, Attitudes, Knowledge :</b>	
<b>Relationship/ Liaison</b>	
<b>Time Commitments</b>	
⇒ <b>Number of Hours :</b>	
⇒ <b>Term :</b>	
⇒ <b>Peak Time :</b>	
<b>Benefits and Challenges</b>	
<b>Success Indicators :</b>	
<b>Training :</b>	



<b>Volunteer Position Template</b>	<b>Parish Name:</b>

<b>Title :</b>	<b>CATECHIST COORDINATOR</b>
<b>Reports to :</b>	Pastor
<b>Purpose :</b>	To coordinate and give Catechetical instruction to children
<b>Job Responsibilities :</b>	<ul style="list-style-type: none"> <li>• Recruit, train and schedule volunteers</li> <li>• Register candidates</li> <li>• Order books and class material</li> <li>• Organize and schedule learning sessions</li> </ul>
<b>Skills, Attitudes, Knowledge :</b>	<ul style="list-style-type: none"> <li>• Active member of the church community</li> <li>• Enjoys working with children</li> <li>• Comfortable with spirituality and faith</li> <li>• Organization, interpersonal and communication skills</li> <li>• Leadership skill</li> <li>• Ability to delegate</li> <li>• Imagination creativity and prayerfulness</li> </ul>
<b>Relationship/ Liaison</b>	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• Volunteers</li> <li>• Parents</li> </ul>
<b>Time Commitments</b>	
⇒ <b>Number of Hours :</b>	<ul style="list-style-type: none"> <li>• 2 hours a week</li> </ul>
⇒ <b>Term :</b>	<ul style="list-style-type: none"> <li>• 2 years renewable</li> </ul>
⇒ <b>Peak Time :</b>	
<b>Benefits and Challenges</b>	<ul style="list-style-type: none"> <li>• Evangelization of children</li> <li>• Knowing children and their families</li> <li>• Recruiting and keeping volunteers</li> <li>• Knowledge and communication of scripture</li> <li>• Consistent participation and knowledge of children</li> </ul>
<b>Success Indicators :</b>	<ul style="list-style-type: none"> <li>• Growth of Volunteers and participants</li> <li>• Readiness of candidates to receive sacraments</li> </ul>
<b>Training :</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Participation in Workshops</li> </ul>

<b>Volunteer Position Template</b>	<b>Parish Name:</b>

<b>Title :</b>	<b>CATECHETICAL INSTRUCTOR - Catechist</b>
<b>Reports to :</b>	Catechetical Coordinator and/ or Pastor
<b>Purpose :</b>	To give catechetical instruction to children
<b>Job Responsibilities :</b>	<ul style="list-style-type: none"> <li>• Attend meetings to plan program</li> <li>• Prepare program</li> <li>• Deliver program</li> </ul>
<b>Skills, Attitudes, Knowledge :</b>	<ul style="list-style-type: none"> <li>• Teaching skills and knowledge of subject matter</li> <li>• Active member of Church community</li> <li>• Enjoys working with children</li> <li>• Organizational, interpersonal and communication skills</li> <li>• Imagination creativity and prayerfulness</li> </ul>
<b>Relationship/ Liaison</b>	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• Volunteers</li> <li>• Parents</li> </ul>
<b>Time Commitments</b>	
⇒ <b>Number of Hours :</b>	<ul style="list-style-type: none"> <li>• 2 hours per week</li> </ul>
⇒ <b>Term :</b>	<ul style="list-style-type: none"> <li>• 2 year renewable</li> </ul>
⇒ <b>Peak Time :</b>	
<b>Benefits and Challenges</b>	<ul style="list-style-type: none"> <li>• Evangelization of children</li> <li>• Knowing children and their families</li> <li>• Knowledge of and communication of scripture</li> <li>• Consistent participation and motivation of children</li> </ul>
<b>Success Indicators :</b>	<ul style="list-style-type: none"> <li>• Personal growth of participants</li> <li>• Readiness of candidates to receive sacraments</li> </ul>
<b>Training :</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Liturgical information workshops</li> </ul>

<b>Volunteer Position Template</b>	<b>Parish Name:</b>

<b>Title :</b>	<b>CHILDREN'S LITURGY COORDINATOR</b>
<b>Reports to :</b>	Pastor
<b>Purpose :</b>	To coordinate and provide children with liturgical reading and activities appropriate to their age.
<b>Job Responsibilities :</b>	<ul style="list-style-type: none"> <li>• Recruit, train and schedule volunteers</li> <li>• Conduct seasonal meetings to plan liturgies</li> <li>• Involve teens in a leadership role in the parish</li> </ul>
<b>Skills, Attitudes, Knowledge :</b>	<ul style="list-style-type: none"> <li>• Active member of the Church community</li> <li>• Enjoys working with children</li> <li>• Comfortable with spirituality and faith</li> <li>• Organizational, interpersonal and communication skills</li> <li>• Strong leadership skills</li> <li>• Ability to delegate</li> <li>• Imagination, creativity and prayerfulness</li> </ul>
<b>Relationship/ Liaison</b>	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• Parents</li> <li>• Volunteers</li> <li>• Music ministry</li> </ul>
<b>Time Commitments</b>	
⇒ <b>Number of Hours :</b>	<ul style="list-style-type: none"> <li>• 15 to 25 hours per month</li> </ul>
⇒ <b>Term :</b>	<ul style="list-style-type: none"> <li>• 2 year renewable</li> </ul>
⇒ <b>Peak Time :</b>	
<b>Benefits and Challenges</b>	<ul style="list-style-type: none"> <li>• Evangelization of children</li> <li>• Getting to know children and their families</li> <li>• Recruiting and keeping volunteers</li> <li>• Knowledge and communication of scripture</li> <li>• Consistent participation and motivation of children</li> </ul>
<b>Success Indicators :</b>	<ul style="list-style-type: none"> <li>• Personal growth of volunteers and participants</li> <li>• Increase in the participation of families</li> </ul>
<b>Training :</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Liturgical information workshops</li> </ul>

<b>Volunteer Position Template</b>	<b>Parish Name:</b>

<b>Title :</b>	<b>CHILDREN'S LITURGY VOLUNTEER</b>
<b>Reports to :</b>	Children's Liturgy Coordinator and/or Pastor
<b>Purpose :</b>	To provide children with liturgical readings and activities appropriate to their age.
<b>Job Responsibilities :</b>	<ul style="list-style-type: none"> <li>• Attend seasonal meetings to plan liturgies</li> <li>• Organize, prepare and celebrate Sunday liturgies with children</li> <li>• Involve teens in a leadership role in this ministry</li> </ul>
<b>Skills, Attitudes, Knowledge :</b>	<ul style="list-style-type: none"> <li>• Active member of the Church community</li> <li>• Enjoys working with children</li> <li>• Comfortable with spirituality and faith</li> <li>• Organizational, interpersonal and communication skills</li> <li>• Imagination, creativity and prayerfulness</li> </ul>
<b>Relationship/ Liaison</b>	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• Parents</li> <li>• Volunteers</li> <li>• Music ministry</li> </ul>
<b>Time Commitments</b>	
⇒ <b>Number of Hours :</b>	<ul style="list-style-type: none"> <li>• 1 hour per week</li> </ul>
⇒ <b>Term :</b>	<ul style="list-style-type: none"> <li>• 2 year renewable</li> </ul>
⇒ <b>Peak Time :</b>	
<b>Benefits and Challenges</b>	<ul style="list-style-type: none"> <li>• Evangelization of children</li> <li>• Getting to know children and their families</li> <li>• Recruiting and keeping volunteers</li> <li>• Knowledge and communication of scripture</li> <li>• Consistent participation and motivation of children</li> </ul>
<b>Success Indicators :</b>	<ul style="list-style-type: none"> <li>• Personal growth of volunteers and participants</li> <li>• Increase in the participation of families</li> </ul>
<b>Training :</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Liturgical information workshops</li> </ul>

<b>Volunteer Position Template</b>	<b>Parish Name:</b>

<b>Title :</b>	<b>COORDINATOR OF PARISH MONEY COUNTERS</b>
<b>Reports to :</b>	Pastor
<b>Purpose :</b>	To count money from Mass collections and to record envelope numbers
<b>Job Responsibilities :</b>	<ul style="list-style-type: none"> <li>• Prepare schedule for money counters</li> <li>• Ensure two or more individuals per team</li> <li>• Assist with counting money from weekly collections, record envelop contributions on appropriate ledgers</li> <li>• Make up deposit slips and prepare cash for deposit</li> <li>• Ensure that volunteers responsible for bank deposits travel in pairs</li> </ul>
<b>Skills, Attitudes, Knowledge :</b>	<ul style="list-style-type: none"> <li>• Accounting/ bookkeeping skills</li> <li>• Teamwork</li> <li>• Honesty and confidentiality</li> </ul>
<b>Relationship/ Liaison</b>	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• Ministry team leaders</li> <li>• Parish secretary or accountant/ bookkeeper</li> </ul>
<b>Time Commitments</b>	
⇒ <b>Number of Hours :</b>	<ul style="list-style-type: none"> <li>• 1-3 hours per week, as per schedule</li> </ul>
⇒ <b>Term :</b>	<ul style="list-style-type: none"> <li>• 2 year term, renewable</li> </ul>
⇒ <b>Peak Time :</b>	<ul style="list-style-type: none"> <li>• Christmas, Easter and special collections</li> </ul>
<b>Benefits and Challenges</b>	Satisfaction of serving Parish community
<b>Success Indicators :</b>	<ul style="list-style-type: none"> <li>• Positive yearly evaluations</li> <li>• Affirmation of Pastor and other volunteers</li> </ul>
<b>Training :</b>	Hands on training

<b>Volunteer Position Template</b>	<b>Parish Name:</b>

<b>Title :</b>	<b>PARISH MONEY COUNTERS</b>
<b>Reports to :</b>	Pastor and/or Parish Money Counter Coordinator
<b>Purpose :</b>	To count money from Mass collections and to record envelope numbers
<b>Job Responsibilities :</b>	<ul style="list-style-type: none"> <li>• Ensure two or more individuals per team</li> <li>• Assist with counting money from weekly collections, record envelope contributions on appropriate ledgers</li> <li>• Make up deposit slips and prepare cash for deposit</li> <li>• Volunteers responsible for bank deposits travel in pairs</li> </ul>
<b>Skills, Attitudes, Knowledge :</b>	<ul style="list-style-type: none"> <li>• Accounting/ bookkeeping skills</li> <li>• Teamwork</li> <li>• Honesty and confidentiality</li> </ul>
<b>Relationship/ Liaison</b>	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• Parish Money Counter Coordinator</li> <li>• Ministry team leaders</li> <li>• Parish secretary or accountant/ bookkeeper</li> </ul>
<b>Time Commitments</b>	
⇒ <b>Number of Hours :</b>	<ul style="list-style-type: none"> <li>• 1-3 hours per week, as per schedule</li> </ul>
⇒ <b>Term :</b>	<ul style="list-style-type: none"> <li>• 2 year term, renewable</li> </ul>
⇒ <b>Peak Time :</b>	<ul style="list-style-type: none"> <li>• Christmas, Easter and special collections</li> </ul>
<b>Benefits and Challenges</b>	Satisfaction of serving Parish community
<b>Success Indicators :</b>	<ul style="list-style-type: none"> <li>• Positive yearly evaluations</li> <li>• Affirmation of Pastor and other volunteers</li> </ul>
<b>Training :</b>	Hands on training

<b>Volunteer Position Template</b>	<b>Parish Name:</b>

<b>Title :</b>	<b>DIRECTOR OF CHILDREN'S CHOIR</b>
<b>Reports to :</b>	Pastor
<b>Purpose :</b>	To organize and maintain Children's Choir
<b>Job Responsibilities :</b>	<ul style="list-style-type: none"> <li>• Vocal training</li> <li>• Music selection and program planning</li> <li>• Rehearsing choir</li> <li>• Directing choir at liturgies</li> </ul>
<b>Skills, Attitudes, Knowledge :</b>	<ul style="list-style-type: none"> <li>• Active member of church community</li> <li>• Musical abilities (such as singing, playing musical instrument, reading music, etc)</li> <li>• Knowledge of liturgy</li> <li>• Understanding of children's singing voices</li> <li>• Rapport with children and their parents</li> <li>• Co-operation with pastor and others involved in a musical ministry</li> </ul>
<b>Relationship/ Liaison</b>	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• Music Director</li> <li>• Accompanists</li> <li>• Parents</li> <li>• Volunteers</li> </ul>
<b>Time Commitments</b>	
⇒ <b>Number of Hours :</b>	<ul style="list-style-type: none"> <li>• Rehearsals 1 ½ hours per week</li> </ul>
⇒ <b>Term :</b>	<ul style="list-style-type: none"> <li>• 2 year renewable</li> </ul>
⇒ <b>Peak Time :</b>	
<b>Benefits and Challenges</b>	<ul style="list-style-type: none"> <li>• Feeling of satisfaction in using talents for the benefit of the church</li> <li>• Sense of accomplishment in enriching the liturgy</li> <li>• Recruiting and maintaining choir members</li> <li>• Developing musical skills</li> </ul>
<b>Success Indicators :</b>	<ul style="list-style-type: none"> <li>• Encouragement from clergy, parents and congregation</li> <li>• Ongoing participation in music ministry</li> </ul>
<b>Training :</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Attendance at liturgical musical seminar</li> </ul>

<b>Title :</b>	<b>YOUTH MINISTRY COORDINATOR</b>
<b>Reports to :</b>	Pastor
<b>Purpose :</b>	<ul style="list-style-type: none"> <li>• Acts as an advocate and link between youth and the community;</li> <li>• Facilitates the development of community among young people, their families, their parish and their local community</li> <li>• Provide opportunities for young people to become involved in the day to day life of the parish</li> <li>• Partners with schools and civic community to promote effective services and positive values for youth</li> <li>• Promotes pastoral care of youth and families</li> </ul>
<b>Job Responsibilities :</b>	<ul style="list-style-type: none"> <li>• Recruits and supports adult and youth leaders in youth ministry</li> <li>• Promotes the spiritual formation of youth and adult leaders</li> <li>• Facilitates planning, implementation and evaluation of long and short term goals</li> <li>• Coordinate activities that involve youth within the church, i.e. spiritual and recreational activities</li> <li>• Promotes and empowers youth for Christian ministry</li> <li>• Participates in diocesan meetings and training</li> <li>• Develops and supervises program budget</li> <li>• Establishes a collaborative relationship with members of the pastoral staff</li> </ul>
<b>Skills, Attitudes, Knowledge :</b>	<ul style="list-style-type: none"> <li>• Active member of the church community</li> <li>• Enjoys working with young people</li> <li>• Comfortable with spirituality and faith</li> <li>• Organizational, interpersonal and communication skills</li> <li>• Strong leadership skills</li> <li>• Ability to delegate</li> <li>• Imagination, creativity and prayerfulness</li> </ul>
<b>Relationship/ Liaison</b>	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• School, principals, teachers, chaplains, parents, parish secretaries, parish groups, school councils, community groups</li> </ul>
<b>Time Commitments</b>	
⇒ <b>Number of Hours :</b>	<ul style="list-style-type: none"> <li>• 30 – 50 hours per month</li> </ul>
⇒ <b>Term :</b>	<ul style="list-style-type: none"> <li>• 2 year term</li> </ul>
⇒ <b>Peak Time :</b>	<ul style="list-style-type: none"> <li>• Fall, Spring or as set out in parish plan</li> </ul>
<b>Benefits and Challenges</b>	<ul style="list-style-type: none"> <li>• Having fun sharing your faith with young people</li> <li>• Meeting young people and their families</li> <li>• Bringing young people in the church community</li> <li>• Involving young people in social justice work</li> <li>• Recruiting volunteers</li> <li>• Managing time and budget</li> </ul>
<b>Success Indicators :</b>	<ul style="list-style-type: none"> <li>• Increased participation of youth and adults in planned events and activities</li> <li>• Increased activity in church community</li> <li>• Parish awareness and support of youth activities</li> </ul>
<b>Training :</b>	<ul style="list-style-type: none"> <li>• Participation in diocesan sessions in Youth ministry, retreats, workshops, conferences, etc.</li> </ul>



<b>Volunteer Position Template</b>	<b>Parish Name:</b>

<b>Title :</b>	<b>ALTAR SERVER COORDINATOR</b>
<b>Reports to :</b>	Pastor
<b>Purpose :</b>	Prepare and maintain altar servers
<b>Job Responsibilities :</b>	<ul style="list-style-type: none"> <li>• Train new members</li> <li>• Maintain members</li> <li>• Organize members</li> </ul>
<b>Skills, Attitudes, Knowledge :</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the order of mass</li> <li>• Expectations of the Celebrant</li> <li>• Expectations of Servers</li> <li>• Organizational, interpersonal and communication skills</li> <li>• Enjoys working with altar servers</li> </ul>
<b>Relationship/ Liaison</b>	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• Servers and their parents</li> </ul>
<b>Time Commitments</b>	
⇒ <b>Number of Hours :</b>	<ul style="list-style-type: none"> <li>• 2 hours a month as well as training sessions</li> </ul>
⇒ <b>Term :</b>	<ul style="list-style-type: none"> <li>• 2 year renewable</li> </ul>
⇒ <b>Peak Time :</b>	
<b>Benefits and Challenges</b>	<ul style="list-style-type: none"> <li>• Satisfaction of serving Parish community</li> <li>• Instilling a respect for ministry of altar serving in participants</li> <li>• Inspiring commitment among servers and their parents</li> </ul>
<b>Success Indicators :</b>	<ul style="list-style-type: none"> <li>• Proper conduct on the part of the servers</li> <li>• Participation and commitment of the servers</li> </ul>
<b>Training :</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• On the job training with Pastor or liturgist</li> </ul>

**APPENDIX III – RISK ASSESSMENT**

Position :.....Parish/O. or S. :.....

Depending on the nature of the activity

Low			Moderate				High		
1	2	3	4	5	6	7	8	9	10
Never <input type="checkbox"/>	Rarely <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>					

The level of vulnerability of beneficiary

Low			Moderate				High		
1	2	3	4	5	6	7	8	9	10
Never <input type="checkbox"/>	Rarely <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>					

The site where the activity takes place.

Low			Moderate				High		
1	2	3	4	5	6	7	8	9	10
Never <input type="checkbox"/>	Rarely <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>					

The frequency of supervision while doing the activity

Low			Moderate				High		
1	2	3	4	5	6	7	8	9	10
Never <input type="checkbox"/>	Rarely <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>					

The activity usually takes place one to one

Low			Moderate				High		
1	2	3	4	5	6	7	8	9	10
Never <input type="checkbox"/>	Rarely <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>					

<b>Assessment Results</b>									
Low			Moderate				High		
1	2	3	4	5	6	7	8	9	10
Never <input type="checkbox"/>	Rarely <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>					

Comments : \_\_\_\_\_

\_\_\_\_\_

## APPENDIX IV – Examples of Risk Factors in Church



	LOW RISK	MODERATE RISK	HIGH RISK
Participants or beneficiaries	Mature adults People without physical or psychological limitations		Minors Elder people Sick people Disabled People in difficulty (psychological, economic)
Environment	Public place In presence of other persons Group activity	Place where supervision is possible (open door, windows)	Locked room The participant's home private home Car Outside the city or country (Congress WYD)
Activity	Administrative tasks Filing, decoration	Group animation Catechesis Sports activity	Home visits Spiritual guidance That gives access to money, private property, keys, confidential information
Supervision	Always in the presence of a supervisor or a group	Occasional presence of a supervisor	Without any supervision Without any record
Relationship nature	No relationship with others	Personal relationship	One-on-one situation

The table above can give some indicators of the potential risk but it does not replace the judgment of the responsible. It may be convenient to assess the risk associated with a specific task according to different categories (Participants, environment ...) but it is the evaluation of ending results that determines the risk.

For example :

- A group activity (low risk) will increase its risk factor if it is for children (high risk) rather than adults
- A secretarial work unrelated to other (low risk) has a risk factor increase if it gives access to confidential information rather than simply producing records.

## APPENDIX V – EVALUATION OF RISK FOR VOLUNTEER POSITIONS

<b>Evaluation of Risk for Volunteer Positions</b>	
<b>Low-Risk</b>	<ul style="list-style-type: none"> <li>▪ The activity is always practised in groups</li> <li>▪ The activity requires no frequent contact with vulnerable people</li> <li>▪ The activity requires no relationship of assistance, accompaniment or authority with a person</li> <li>▪ The activity requires no transmitting of the contents of the faith</li> <li>▪ The activity is done in the presence of someone responsible</li> <li>▪ The activity requires no manipulation of money or food</li> <li>▪ The activity requires no access to confidential information</li> <li>▪ The activity does not require access to the keys to the parish</li> <li>▪ The activity does not require or encourage transportation of people or merchandise in the car of the volunteer</li> <li>▪ The activity does not require access to sacred objects</li> <li>▪ The activity does not require volunteers to handle heavy or dangerous objects</li> </ul>
<b>Moderate- Risk</b>	<ul style="list-style-type: none"> <li>▪ The activity is normally done on parish grounds and in the presence of other adults</li> <li>▪ The activity requires little contact with vulnerable people</li> <li>▪ The activity requires the volunteer to establish a relationship of assistance, accompaniment or authority with a person for a short period of time</li> <li>▪ The activity requires volunteers to transmit the faith, in the presence of a supervisor</li> <li>▪ The activity requires volunteers to represent or act on behalf of the parish</li> <li>▪ The activity requires volunteers to have access to money</li> <li>▪ The activity requires volunteers to have access to confidential information</li> <li>▪ The activity requires volunteers to have access to parish goods or keys</li> <li>▪ The activity requires volunteers to cook or handle food</li> <li>▪ The activity requires the transportation of people or merchandise in the car of the volunteer</li> <li>▪ The activity requires volunteers to have access to sacred objects</li> <li>▪ The activity requires volunteers to have access to heavy or dangerous objects</li> </ul>
<b>High-Risk</b>	<ul style="list-style-type: none"> <li>▪ The activity requires the volunteer to intervene alone</li> <li>▪ The activity requires the volunteer to have frequent interactions with vulnerable people</li> <li>▪ The activity requires the volunteer to establish a relationship of assistance, accompaniment or authority with a person for an extended period of time</li> <li>▪ The activity requires volunteers to transmit the faith, with little or no supervision</li> <li>▪ The activity requires volunteers to handle money</li> <li>▪ The activity takes place in an area with little or no supervision</li> </ul>
<b>Positions considered low-risk are:</b>	<ul style="list-style-type: none"> <li>▪ Reader of the word</li> </ul>
<b>Positions considered of moderate-risk:</b>	<ul style="list-style-type: none"> <li>▪ Alter-Server Coordinator</li> <li>▪ Saint Vincent de Paul/ Food Bank Volunteer</li> <li>Director of Children's choir</li> </ul>
<b>Positions considered high-risk:</b>	<ul style="list-style-type: none"> <li>▪ Parish Money Counter</li> <li>▪ Catechetical Instructor</li> <li>▪ Children's Liturgy Volunteer Pastoral Care Ministry</li> <li>▪ Youth Ministry</li> </ul>

**APPENDIX VI – POSITIONS HAVING A HIGH DEGREE OF RISK**

<input checked="" type="checkbox"/> All Members of the Clergy having a ministry in the diocese
<input checked="" type="checkbox"/> Altar Server Coordinator*
<input checked="" type="checkbox"/> Bereavement Team Coordinator
<input checked="" type="checkbox"/> Bereavement Team Member
<input checked="" type="checkbox"/> Catechist
<input checked="" type="checkbox"/> Catechist Assistant
<input checked="" type="checkbox"/> Catechist Coordinator
<input checked="" type="checkbox"/> Children’s Liturgy of the Word Coordinator
<input checked="" type="checkbox"/> Children’s Liturgy of the Word Helper/Volunteer
<input checked="" type="checkbox"/> Children’s Liturgy of the Word Teacher
<input checked="" type="checkbox"/> Choir Director *
<input checked="" type="checkbox"/> Person counting money
<input checked="" type="checkbox"/> Coordinator of the persons counting money
<input checked="" type="checkbox"/> Custodian/Maintenance Person
<input checked="" type="checkbox"/> Extraordinary Minister of Communion to Homes/Institutions Coordinator
<input checked="" type="checkbox"/> Extraordinary Minister of Communion to Homes/Institutions
<input checked="" type="checkbox"/> Lay Pastoral Visitor
<input checked="" type="checkbox"/> Lay Pastoral Visitor Coordinator
<input checked="" type="checkbox"/> Outreach Program Coordinator
<input checked="" type="checkbox"/> Outreach Program - Meal Delivery
<input checked="" type="checkbox"/> Parish Responsible Ministry Coordinator
<input checked="" type="checkbox"/> Signatory on the parish bank accounts
<input checked="" type="checkbox"/> Sacramental Preparation Coordinator *
<input checked="" type="checkbox"/> Sacramental Preparation Team Member *
<input checked="" type="checkbox"/> Volunteer Driver
<input checked="" type="checkbox"/> Youth Ministry Coordinator
<input checked="" type="checkbox"/> Youth Ministry Leader
<input checked="" type="checkbox"/> SASMAD Coordinator
<input checked="" type="checkbox"/> SASMAD Accompagnist
<i>* This ministry position is high risk when children or the vulnerable are involved</i>

**APPENDIX VII – APPLICATION FORM FOR VOLUNTEERS**

Volunteer Application Form								
<b>Parish:</b>								
<b>Last Name</b>								
<b>First Name</b>								
<b>Full Name at Birth</b>								
<b>Adress :</b>								
<b>Postal Code :</b>								
<b>Phone :</b>	<b>Home:</b>		<b>Mobile:</b>		<b>Work:</b>			
<b>E-mail :</b>								
<b>Choices of Volunteer positions you are interested in :</b>	1.							
	2.							
	3.							
<b>If these choices are unavailable would you consider another position?</b>					<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>When do you wish to volunteer?</b>								
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	
<b>Morning</b>								
<b>Afternoon</b>								
<b>Evening</b>								
<b>Have you volunteered for other organizations? If yes, please describe your duties.</b>					<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>What skills and experiences would be helpful to you as a volunteer?</b>								
<b>What do you hope to gain through your experience?</b>								

REFERENCES						
Please list three references other than relatives including one coming from your Parish whom you authorize to contact (for example : employer, professional or faith group leader).						
<b>References 1</b>						
Last Name						
First Name						
Address :						
Postal Code :						
Telephone	Home:		Mobile:		Work:	
E-mail :						
Relationship to applicant :						
<b>References 2</b>						
Last Name						
First Name						
Address :						
Phone	Home:		Mobile:		Work:	
Code Postal :						
E-mail :						
Relationship to applicant :						
<b>References 3</b>						
Last Name						
First Name						
Address :						
Postal Code :						
Phone	Home:		Mobile:		Work:	
E-mail :						
Relationship to applicant :						
<p>As applicant to a volunteer position, I recognize that I am not guaranteed any position in the parish.</p> <p>I authorize The Archdiocese of Montreal</p> <p>to verify my references I have provided as well as carrying out a criminal background check. I am aware that all information gathered will be kept confidential.</p>						
Date					Signature	





PROFESSIONAL REFERENCES						
<b>References 1</b>						
Last Name						
First Name						
Address :						
Postal Code :						
Telephone	Home:		Mobile:		Work:	
E-mail :						
Relationship to applicant :						
<b>References 2</b>						
Last Name						
First Name						
Address :						
Phone	Home:		Mobile:		Work:	
Code Postal :						
E-mail :						
Relationship to applicant :						
<b>References 3</b>						
Last Name						
First Name						
Address :						
Postal Code :						
Phone	Home:		Mobile:		Work:	
E-mail :						
Relationship to applicant :						
<p>As applicant, I recognize that I am not guaranteed any position  I authorize The Archdiocese of Montreal  to verify my references I have provided as well as carrying out a criminal background check. I am aware that all information gathered will be kept confidential.</p>						
Date			Signature			

## APPENDIX IX – Practical guide for interview

Concretely, these few guidelines have to be followed when planning an interview:

- The interview should be conducted by at least two people.
- A maximum of one hour is allotted for interview.
- The interview questions have to be prepared in advance and have to respect the rights and freedoms of individuals (see Appendix no. 11)
- To be fair, the interviewers should ask the same questions and provide the same information to all candidates.
- The interview should take place in a safe environment (semi-private) for the candidate.
- Conducting an interview:
  1. Welcoming the candidate
  2. Presentation of the interviewers
  3. Explanation of how the interview will be conducted
  4. Description of the task (use the job description). The candidate is asked to seek clarification if necessary.
  5. Question period planned for the interview. Here we try to conduct an interaction on a friendly conversation mode promoting open issues for development. We will be attentive to vague answers or too short answers.
  6. Finish the interview:
    - Explaining the further process; decision making, how to communicate, on time and, in case of a positive response (hiring, integration to a task that is more suitable), the following steps (orientation, training).
    - Thanking the candidate

The two appraisers should share their appreciation and comments as soon as possible preferably in writing. The interview results will be taken in consideration after finishing the step 6, Checking References and step 7, Checking the criminal background of the candidate.

**Volunteer Interview Questionnaire**

Candidate Name : .....

Interviewers Names :

- 1. ....
- 2. ....

1. What prompted or motivated you to apply for this volunteer position?

.....  
.....  
.....

2. a) What are your short and long term goals?

b) How does this position fit within these goals?

.....  
.....  
.....  
.....  
.....

3. Describe your understanding of the positions duties and responsibilities?

.....  
.....

4. What has been your previous or is your current experience as a volunteer?

.....  
.....  
.....

5. What were your duties and responsibilities?

.....  
.....  
.....  
.....  
.....

**6.** Did you face a situation where a friend or another volunteer asked you to share confidential information?

a) If so, how did you handle the situation?

b) If not, what would be the best way to handle the situation?

.....  
.....  
.....  
.....  
.....

**7.** What are your expectations as a volunteer for the ministry you have chosen?

.....  
.....

**8.** What are your strengths?

.....  
.....

**9.** What are your weaknesses?

.....  
.....

**10.** Have you ever been in a situation where you were given several projects at the same time? If yes how have you dealt with this situation?

.....  
.....

**11.** What are your expectations of a supervisor?

.....  
.....

**12.** What kind of attitude do you think is needed for this position?

.....  
.....  
.....

13. Do you have any questions regarding this position?

.....  
.....

### INTERVIEW EVALUATION

Answers to Questions

.....  
.....  
.....  
.....  
.....  
.....

Personal Qualities of the Candidate

.....  
.....  
.....  
.....

Recommendations

A second interview is necessary:      Yes:       No :

Application to retain :      Yes:  :

Date .....

Signature of the interviewers: .....

.....

**APPENDIX XI – Individuals Rights and Freedoms Table**

<b>Topics</b>	<b>Unacceptable Practices</b>	<b>Acceptable Practices</b>	<b>Comments</b>
<b>Name</b>	<ul style="list-style-type: none"> <li>Request maiden name of the candidate.</li> <li>Request to fill-in the previous name when there was change of name legally allowed.</li> </ul>	<ul style="list-style-type: none"> <li>Request the name by which the candidate was educated or employed</li> </ul>	* The name at birth is required by the SPVM for the background check.
<b>Address</b>	<ul style="list-style-type: none"> <li>Request a foreign address (which may reveal the ethnic origin)</li> </ul>	<ul style="list-style-type: none"> <li>Ask the candidate to indicate his current residence, how long he lives there, and any previous address in Canada.</li> </ul>	
<b>Age</b>	<ul style="list-style-type: none"> <li>To require a birth certificate, baptismal certificate or any document or information about the age of the candidate.</li> </ul>	<ul style="list-style-type: none"> <li>Ask the candidate if he/she had reached, or exceeded, the age required by law for the position requested.</li> </ul>	The age verification can be done after the selection process.
<b>Gender</b>	<ul style="list-style-type: none"> <li>Request to indicate the gender of the candidate on the application form.</li> <li>The use of different coded forms depending on the gender.</li> </ul>		Correspondence addressed to the residence of the applicant may have one or the other abbreviations or expressions generally employed (Mr., Mrs.) or include both possibilities (Mr., Mrs.).
<b>Civil Status</b>	<ul style="list-style-type: none"> <li>Ask the candidate if he is single, married, remarried, engaged, divorced, separated, widowed or cohabiting.</li> <li>Questioning about the candidate's spouse, ex. : If he/she is eligible for transfer.</li> <li>Ask the candidate about the number of children or other dependents.</li> <li>Ask the candidate to clarify the care service h/she provides.</li> <li>Ask the candidate to clarify whether she is pregnant, taking a birth control treatment or planning to have more children.</li> </ul>	<ul style="list-style-type: none"> <li>Ask the candidate if he/she is willing to move or be transferred to other regions of the province or country where this requirement is related to employment.</li> </ul>	Such data may be required after the selection process, if related to tax or insurance issues.
<b>Sexual Orientation</b>	<ul style="list-style-type: none"> <li>Questioning the candidate about his sexual orientation.</li> <li>Ask the candidate to clarify whether the spouse is married, divorced, cohabiting, single or separated or any reference to the position held by the spouse; seek to clarify the relationship between the candidate and the person to contact in case of emergency or as an insurance beneficiary.</li> </ul>	<ul style="list-style-type: none"> <li>Leave a blank space in the field related to sexual orientation.</li> </ul>	

Topics	Unacceptable Practices	Acceptable Practices	Comments
<b>National or Ethnic Origins</b>	<ul style="list-style-type: none"> <li>Any questions about the place of birth.</li> <li>Any questions on the nationality of parents, grandparents, other relatives or spouse.</li> <li>Any request relating to ethnic or national origin, eg.: Require a birth certificate, ask to indicate the mother tongue.</li> <li>Ask the candidate if he was born here or was naturalized Canadian.</li> <li>Ask the candidate to indicate the date on which he/she received Canadian citizenship.</li> <li>Ask the candidate to provide proof of citizenship.</li> </ul>	<ul style="list-style-type: none"> <li>Ask the candidate if he/she is allowed to work in Canada.</li> </ul>	After selecting the candidate, the employer may require a written proof acting if he/she is authorized to work in Canada.
<b>Medical information</b>	The medical examination necessarily unveils prohibited information about the candidate, such as age, race or gender. The employer should therefore conduct such examinations once the selection process is done. The fact that the offer is conditional on acceptance of being subjected to a medical check should appear on the application form.		
<b>Organizations</b>	<ul style="list-style-type: none"> <li>Ask the candidate to provide a list of clubs and organizations of which he/she is a member.</li> </ul>	<ul style="list-style-type: none"> <li>Request such list specifying that the candidate may not mention any club or organization if that reveals a ground for illegal discrimination.</li> </ul>	Such information should only be required if the membership of certain organizations is part of the evaluation criteria of the Job Skills.
<b>Optional requests</b>	<ul style="list-style-type: none"> <li>Any request of prohibited information such as above, even if the term "optional" appears on the form.</li> </ul>		
<b>Military Service</b>	<ul style="list-style-type: none"> <li>Any question related to military service of the candidate.</li> </ul>	<ul style="list-style-type: none"> <li>Any questions related to military service of the candidate in Canada.</li> </ul>	Questions about military service are allowed when this experience is related to the job applied for.
<b>Languages</b>	<ul style="list-style-type: none"> <li>Ask the candidate to state his mother tongue or the place of his/her acquisition of language skills.</li> </ul>	<ul style="list-style-type: none"> <li>Questioning the candidate on the languages he speaks, reads or writes, when these data are related to the job applied for.</li> </ul>	Submit the candidate to test or note his/her knowledge of French or English is not approved unless skills in these languages are required in light of the tasks required to fulfill.
<b>Race or Color</b>	<ul style="list-style-type: none"> <li>Questions to obtain information on the race, color, including eye color, hair or skin.</li> </ul>		
<b>Photography</b>	<ul style="list-style-type: none"> <li>Ask the candidate to provide a photograph or to agree to be photographed.</li> </ul>		Photographs may be required after selection for identification purposes.

<b>Topics</b>	<b>Unacceptable Practices</b>	<b>Acceptable Practices</b>	<b>Comments</b>
<b>Religion</b>	<ul style="list-style-type: none"> <li>Any questions concerning the religious affiliation of the candidate.</li> <li>Ask the candidate if he/she would work during specific religious holidays and it is available for this purpose.</li> <li>Questioning the candidate about sites of worship, religious holidays, clothes worn or customs related to religious practices.</li> <li>To require a referral or recommendation from a pastor, priest, minister, rabbi or other religious leader.</li> </ul>	<ul style="list-style-type: none"> <li>Ask the candidate if he/she is willing to work according to a given schedule.</li> </ul>	<p>The employer has a duty to accommodate the religious practices of the applicant, when it is reasonable and possible to do so.</p> <p>It is permitted, after the selection, to question the candidate on holidays that will grant the employer because of religious practices.</p>
<b>Length and Weight of Applicants</b>			<p>The criteria for the size and weight of the applicants can be declared discriminatory when they have the effect of moving a high percentage of members of minority groups or women, and when they are not essential in view of the nature of the job.</p>
<b>Parental relationship</b>	<ul style="list-style-type: none"> <li>Ask the candidate to clarify the relationship between him and his/her nearest family member that he/she has provided the name to be joined in case of emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Ask for the name and address of a person to contact in case of emergency.</li> </ul>	
<b>References</b>	<ul style="list-style-type: none"> <li>Questions about a person whose name was provided as a reference that would not be allowed if it was addressed directly to the candidate.</li> </ul>		
<b>Conviction for criminal offense</b>	<ul style="list-style-type: none"> <li>Ask the candidate if he has already been convicted of a criminal offense.</li> </ul>	<ul style="list-style-type: none"> <li>Ask the candidate if he has been convicted of a criminal offense that is not subject to discharge.</li> </ul>	<p>The Canadian Charter of Rights and Freedoms allows discrimination in the case of a conviction which is not subject to absolution, but discourages this practice when the offense is in no way connected to the job requirements. Eg. : A conviction for theft or fraud is relevant whether the use is applied based on honesty, while a conviction for possession of marijuana is not.</p>



Topics	Unacceptable Practices	Acceptable Practices	Comments
<b>Physical Disability</b>	<ul style="list-style-type: none"> <li>Request to specify any physical disability, limitation or health problem suffered by the applicant, which could draw attention to a disability or condition that does not necessarily affect his ability to work.</li> </ul>	<ul style="list-style-type: none"> <li>Ask the candidate to indicate any physical disability or health problem that could affect the job applied for.</li> <li>Inquiries related to physical disabilities or limitations that the applicant deems appropriate to mention for the assessment of the application.</li> </ul>	<p>The mention of a physical disability is relevant if: disability jeopardizes the safety of the candidate, his teammates, customers or the public; if disability prevents the applicant to fulfill its tasks satisfactorily.</p>

PROJECT

## APPENDIX XII – References Check Guidelines

- Make sure that you have written permission from the applicant before making reference checks. Generally, a statement to this effect appears on the application form filled-in by the applicant.
  - Introduce yourself and your organization. Mention the purpose of your call.
  - Indicate that this will only take few moments, maximum 10 minutes and your conversation will remain confidential.
  - Describe the job or task as clearly as possible and ask whether the candidate has the skills or aptitudes for such a task.
  - Prepare questions in advance with respect to the rights and freedoms of individuals (see Appendix No. 11). Ask open questions and let the source talk freely. Pay attention to the attitude, tone of voice or the source's hesitation. Sometimes one can detect when the speaker is upbeat and positive or, conversely, hesitant and cautious. Always perform a second check. Indeed, if you perceived discomfort when calling the first source, it may be due to the process rather than the candidate.
  - Do not rely on a negative reference without having it validated by another source. Be aware that some problems are attributable to the supervisor or the context and not always to the candidate.
  - During your conversation, do not indulge in personal impressions and do not disclose information that the candidate have revealed either during his interview or on his application form.
  - Remember to thank the person for his/her time.
-

**APPENDIX XIII – References Check Questionnaire Template**  
**Phone Interview Template**

Here is a model of a telephone interview that can help to check the references of a candidate. Normally, at his/her request, the applicant has identified the type of relationship he/she has with the reference source (former employer, responsible of an organization, knowledge ...). It must be taken into account during the interview.

Hello my Name is \_\_\_\_\_. I'm calling on behalf of Parish, service or office \_\_\_\_\_. Mr./Ms. (Name of candidate) has applied to be a volunteer / for a job within our service; He/She has given us your name as a reference. Do you have a few minutes to answer some questions? First I want to clarify that our conversation remain confidential.

<b>Parish / Service or Office</b>		<b>Date</b>	
<b>Name of the candidate</b>			
<b>Name of the Reference</b>			
<b>Questions</b>	<b>Answers</b>		
<i>You can choose from the following questions:</i>			
<input type="checkbox"/> For how long did you know the candidate ?			
<input type="checkbox"/> What is your relationship with the candidate?			
<input type="checkbox"/> What are the dominant traits of his character?			
<input type="checkbox"/> Does he/she inspire confidence? Is he/she Trustworthy?			
<input type="checkbox"/> Is he/she open to criticism?			
<input type="checkbox"/> What is his/her reputation? In reliability, involvement within society ...			
<input type="checkbox"/> How are his/her interpersonal relationships?			
<input type="checkbox"/> What motivates him/her most in life?			

<b>Parish / Service or Office</b>		<b>Date</b>	
<b>Name of the candidate</b>			
<b>Name of the Reference</b>			
<b>Questions</b>	<b>Answers</b>		
<input type="checkbox"/> Do you know if he/she had previous experience in support of vulnerable people?			
<input type="checkbox"/> What position did the candidate hold? What was the nature of this position?			
<input type="checkbox"/> How long did the candidate work or volunteer for you?			
<input type="checkbox"/> Describe your experience with the candidate.			
<input type="checkbox"/> How did he/she fulfill his/her obligations in your organization?			
<input type="checkbox"/> Have you been satisfied with his/her work?			
<input type="checkbox"/> How does he/she work in a position of autonomy? Of stress? Within a team?			
<input type="checkbox"/> Please identify the candidate's strengths?			
<input type="checkbox"/> What points or skills that he/she could improve?			
<b><i>We should end any interview with these questions:</i></b>			
<input type="checkbox"/> In your opinion, are there reasons that would prevent (name of candidate) to fulfill his/her tasks?			

<b>Parish / Service or Office</b>		<b>Date</b>	
<b>Name of the candidate</b>			
<b>Name of the Reference</b>			
<b>Questions</b>	<b>Answers</b>		
<input type="checkbox"/> Would you welcome the candidate back as a volunteer? Or Would you rehire him/her ?			
<input type="checkbox"/> Is there anything else you would like to add about (name of candidate)?			

Thank you for giving us some of your time.

The notes of the interview must be dated and signed by the person making reference checks and kept in the applicant's file.

PROTECTED

**APPENDIX XIV**  
**Request to check police record**

Instructions to follow when completing the attached form:

- The applicant must complete section 1 of the form, sign and date section 6 after reading carefully and approving the consent.
- To verify the identity of the candidate, it must also have at least two pieces of identification with photograph. Photocopies of these documents will be attached to the application form after verification of the original documents.

According to the memorandum of understanding with the SPVM, the transmission of the check results will be as follows:

- When police checks reveal no antecedent, the investigating officer of the SPVM complete Form 1 entitled "Response to the police records check request" and send it to the Archdiocese of Montreal.
- When police checks revealed the existence of one or more history than the Archdiocese deems incompatible with the position to fill, the investigator of the SPVM complete Form 2 lists the background and sends these information **directly** and **only** to the candidate. In this case, the Archdiocese of Montreal receives the form 3, "Research end of Confirmation" and is informed that the police check is complete. The results of the police check must never be communicated directly to the Archdiocese, except by the candidate himself if he/she wishes to submit to the discretion of the employer.



REQUEST TO CHECK POLICE RECORD  
Organization or employer

REFERENCE NUMBER

2018-024

**INSTRUCTIONS**

1. Complete and sign this form and deliver it in person to the organization/employer.
2. The organization/employer, as well as the Service de police de la Ville de Montréal, agrees to handle this document and its contents confidentially.
3. Please allow six weeks for processing.

SECTION 1		IDENTIFICATION OF THE CANDIDATE			
Surname		Name at birth (if different)		Phone (home)	
Given name(s)		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of birth yy mm dd		Phone (work)
Current address Street number		Street	City		Postal code
Place of birth (city)		Province / State		Country	
Criminal record: Have you ever been found guilty of a criminal offence, or are you currently facing charges for a criminal offence? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, specify:					
PREVIOUS ADDRESSES (last five years)					
Number	Street	City	From (yy/mm)	To (yy/mm)	
SECTION 2		IDENTIFICATION OF ORGANIZATION/EMPLOYER <small>TO BE FILLED IN BY THE AUTHORIZED ORGANIZATION/EMPLOYER REPRESENTATIVE</small>			
Name of the organization/employer CORPORATION ARCHÉPISCOPALE CATHOLIQUE ROMAINE DE MONTRÉAL					
Address Street number		Street	Phone		
2000		Sherbrooke West	514-925-4300		
City		Postal code	Fax		
Montreal, QC		H3H 1G4	514-925-4346		
SECTION 3		CHECK OF THE CANDIDATE'S IDENTITY <small>TO BE FILLED IN BY THE AUTHORIZED ORGANIZATION/EMPLOYER REPRESENTATIVE</small>			
I certify that I have checked the applicant's identity using the following documents (two minimum):					
<input type="checkbox"/> Driver's licence	<input type="checkbox"/> Health insurance card	<input type="checkbox"/> Citizenship card	<input type="checkbox"/> Other, specify		
NUMBER	NUMBER	NUMBER	NUMBER		
Surname and given name of person who carried out the check				Phone	
Signature				Date (yy-mm-dd)	

<b>SECTION 4</b>	<b>TYPE OF EMPLOYMENT</b>			
	TO BE FILLED IN BY THE AUTHORIZED ENTREPRISE/EMPLOYER REPRESENTATIVE			
Job or position:				
with:	_____			
<input type="checkbox"/> Children under 18	Age	from	to	
<input type="checkbox"/> Seniors	Age	from	to	
<input type="checkbox"/> People with physical disabilities				
<input type="checkbox"/> People with mental disabilities				
<input type="checkbox"/> Other (specify):				

<b>SECTION 5</b>	<b>BACKGROUND CHECK CRITERIA</b>			
	TO BE FILLED IN BY THE AUTHORIZED ENTREPRISE/EMPLOYER REPRESENTATIVE			
<b>Check offences and misconduct incompatible with position desired.</b>				
<input type="checkbox"/> Violence	Any misconduct or criminal offence in which any form of violence was used, such as homicide, robbery, assault, offences related to firearms, kidnapping, forcible confinement, threats, intimidation, harassment, arson, gangsterism, misdemeanours.			
<input type="checkbox"/> Sex	Any misconduct or criminal offence of a sexual nature, such as sexual assault, indecent acts, solicitation or incitement to prostitution.			
<input type="checkbox"/> Theft/Fraud	Any misconduct or criminal offence that by its nature could be considered theft or fraud, such as breaking and entering, theft, taking an automobile or other vehicle without consent, fraud, corruption, impersonation.			
<input type="checkbox"/> Driving	Any misconduct or criminal offence related to driving a motor vehicle, such as driving under the influence, hit and run, reckless driving.			
<input type="checkbox"/> Drugs and Narcotics	Any misconduct or criminal offence related to drugs and narcotics, such as possession, trafficking, import, cultivation.			
<input type="checkbox"/> Other	Criminal negligence, neglect or failure to provide the necessities of life.			

<b>SECTION 6</b>	<b>CONSENT</b>						
<p>I, the undersigned, consent to verification of my criminal record by the Service de police de la Ville de Montréal, that is, any finding of guilt or a charge for a criminal offence, as well as any misconduct that could reasonably lead to doubt about the physical or moral safety of the people at risk I would be called on to work with. Offences listed in the appendix to the Criminal Records Act, RSC (1985), c. C-47 are also considered part of your criminal record, even if you have received a pardon.</p> <p>I also consent to allowing the Service de police de la Ville de Montréal to check any files and databanks it has access to, using the background check criteria identified on this form.</p> <p>I understand that the only way of checking my true identity is with fingerprints.</p>							
Applicant's signature			Date (yy-mm-dd)				
_____			<table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>				

**Police verifications are subject to a fee. Please note any judicial record request submitted true any other document than the present form will not be treated by the Montreal Police Service**



**APPENDIX XV – Mutual Commitment Agreement for Volunteers**

(Name of Parish)

This individual agreement is in the process of selecting volunteers for the parish (parish name).

(Parish) is committed with regard to (volunteer Name)

• to undertake the following tasks:(see the consistency with the job description and make addition according to the needs of the parish)

.....  
.....  
.....  
.....

- to comply with the agreed schedules and availability:
- listen to his suggestions, recommendations, opinions, needs, etc.
- to ensure a program, prior and ongoing, information, integration and training (defined in the volunteer management process)
- to pay his expenses, previously authorized, incurred on behalf of the parish
- to be covered by adequate insurance, the risk of accidents caused or suffered by the volunteer as part of its activities,
- to recognize the value of his contribution to the mission of the parish community.

The parish may at any time decide to end the collaboration of (Name of volunteer) respecting as much as possible, a reasonable notice. The cause may be a change in the needs of the parish or the non-compliance by the volunteer, to the commitments below.

(Volunteer name) is committed with regard to the parish (parish name):

- to respect the functioning of the parish and those in authority,
- to respect the code of ethics and code of conduct prescribed by the parish,
- to engage his/her best in assigned activities,
- to respect the agreed times and availability and inform the parish authority in case of impossibility,
- to attend information meetings and training workshops offered.

(Volunteer name) may at any time terminate his collaboration respecting as much as possible, a reasonable notice.

Signed ..... on .....

Name of the parish responsible \_\_\_\_\_

Name of volunteer \_\_\_\_\_

## **APPENDIX XVI – Code of Ethics specific to intervention within children, teenagers and minors under the law**

This code of ethics is provided, discussed and signed during stage 8 - "Orientation and training" of the filtering process.

This code of ethics is to define a general framework within the attitude and behavior of pastoral workers should be located. This Code of Ethics applies to two levels to be described as:

- Ethics toward the Church
- Ethics towards people

### **Ethics towards the Church**

The Church is the whole people of God in motion to follow Christ but also an institution that has its leaders, its structure and operating rules. Through its "institutionalized" aspect, the Church is known by the public in Quebec. It enjoys a certain notoriety and represents, in the eyes of Quebec society, an incarnation of the message of Jesus Christ.

1. Stakeholders acknowledge that they have a responsibility in the perception the public may have of the Church.
2. Stakeholders represent the Catholic Church. They need to advocate the teaching of the Church and to apply it to their own lives.
3. As part of their pastoral work, stakeholders act to the best of their knowledge and capabilities. They carry out their commitments and treat their colleagues with respect, courtesy, honesty and good faith.
4. The stakeholders recognize that they are not "owners" of their pastoral work and its fruits. They perform a task that is conferred by their community and to whom they are accountable. They act in concert with other adults at different parish or diocesan levels.
5. The speakers comply with the standards, policies and procedures that are given to them by the parish and / or diocese.
6. Stakeholders know they need to be in solidarity with decisions or directions taken by the competent bodies.
7. Finally, stakeholders know that their commitment must be "in truth" in accordance with their values, their faith and their conscience. The commitment in the Catholic Church is never an obligation or a constraint.

### **Ethics towards people**

Overall, ethics towards people are based on principles of respect for their physical and psychological integrity. This code of ethics to people recognizes the dignity of the person and his potential for growth and human and spiritual development. At any time, stakeholders as well as persons supervising managers of pastoral action will be concerned about the protection and safety of young people in their care as well as volunteers and staff. We detail here the various aspects related to the task or stakeholder engagement:

#### Aspects related to the pastoral role

1. Stakeholders working with the pastor of the community and / or persons in connection with the pastoral task (CSR, pastoral agent, group leader, etc.).
2. Stakeholders are competent in their duties. They accept and care about their training according to the possibilities offered to them.
3. Stakeholders should respect the different expressions of devotion and spirituality of the Catholic faith.
4. Stakeholders recognize that faith is not measured. They know that there are different levels in the development of faith. They follow the path of the young people entrusted to them and their parents and are willing to walk with them.

#### Aspects related to the principle of inclusion

5. Stakeholders recognize the dignity of every person. Their behavior and words show respect and consideration they have for people.
6. Stakeholders establish healthy relationships with young people regardless of their age, gender, ethnicity, sexual orientation, socioeconomic status and / or any physical or cognitive deficits. And with adults, they have no discriminatory attitudes because of their marital status, political affiliation or their opinions.
7. Stakeholders ensure that every person has access to resources and services despite handicaps or deficits that may affect some people.

#### Aspects related to the principle of responsibility and accountability

8. In the performance of their duties, stakeholders report to the pastor of the community or to the designated responsible for the supervision of their work about their attitudes and their duties. They understand and respect the different levels of parish and diocesan authority.
9. The stakeholders deserve the trust placed in them. They act responsibly and carefully with the material or funds entrusted to them.

#### Aspects related to the duty of confidentiality

10. Stakeholders respect the confidentiality of files entrusted to them. When they manage people contacts, they treat the data available in respect to the privacy of individuals and in accordance with the obtained permissions.
11. Stakeholders respect the confidentiality inherent to their pastoral care. Also as part of their mandate or their duties, they greet and meet with discretion the progress of those they accompany.
12. Furthermore, as part of his/her pastoral function, the stakeholder recognizes that there is no reason why a young person or an accompanied person should keep a "secret." In any case, the stakeholder should never require that we keep a "secret."

#### Aspects related to the behavior of stakeholders

13. Stakeholders are aware that their work or their ministry gives them a potential influence over the people they accompany. Also, their relations should be limited to the only extent required by their duties.
14. Stakeholders agree to be positive role models for integration of faith in their daily lives as expected of a disciple of Christ.

15. In addition to the parish or diocesan requirements set at the beginning, stakeholders should never expect, require or accept any compensation, benefits or services from the people whom they serve.

16. Stakeholders impose a clear course that orders "professional" limits to the relationships they establish with people. All behavior, gestures, words or attitudes of emotional, erotic or sexual connotation are prohibited.

17. The workers know that it is forbidden to promote, purchase or consume alcohol, cigarettes, drugs or other illegal substances in the presence of minors.

18. Stakeholders strictly follow the instructions of parents, guardians or persons in authority in regard to drugs. They make sure to get the proper written consent.

Aspects related to the reference obligation

19. The stakeholders recognize that their pastoral care has limits. They do not replace parents or qualified professionals (psychologists, doctors, therapists, health professionals, social workers, lawyers, accountants, etc.). In addition, they accept the obligation to report cases of abuse or negligence caused by a third party.

Aspects related to Parish and / or diocesan policies

20. Stakeholders are informed and comply with policies and procedures established by the parish and / or diocese. They pay special attention to policies governing sexual behavior, human safety, transport and travel, ratios stakeholders / beneficiaries set, parental permissions, the conditions of insurability.

I have read the Code of Ethics and agree to respect it throughout the entire period in which I exercise my functions.

Signed at \_\_\_\_\_ on \_\_\_\_\_

Name of the volunteer / employee \_\_\_\_\_

Representative of the parish /Office/Service. \_\_\_\_\_

## APPENDIX XVII – Code of conduct for intervention with minors and vulnerable adults

[Name of the parish or the Service] is a reputable organization, and that's why we created this code of conduct for our employees and our volunteers **whether clergy members, religious or laity**. If our employees and volunteers have all an importance and an individuality, we are all collectively an agency concerned to act in the best interests of minors and vulnerable adults. Safety, rights and well-being of minors and vulnerable adults we serve are central to our daily activities. We develop constructive relationships with them with respect to reasonable limits.

We will not tolerate misconduct by an employee or volunteer, especially if it affects the welfare of the minors and vulnerable adults we serve.

### **Misconduct is an inappropriate behavior that can be manifested among others by the following ways:**

- Contact a minor or a vulnerable adult outside the normal scope of responsibilities or tasks of an employee or volunteer, for example:
  - sending letters or personal SMS;
  - making personal phone calls;
  - having personal Internet communications (email, instant messaging, social networking sites, chat rooms, etc.);
  - sending personalized gifts.

**Note: We are not talking of misconduct when a person gives a thank you card, a birthday card, a greeting card or a small gift, provided that this gesture is considered reasonable in the circumstances, that such actions do not add up to give an excessive number and that these exchanges are made within the workplace, in the presence of others and knowledge of the organization.**

- Ask a minor or a vulnerable adult to accompany him without permission of parents/guardians/caregivers.
- Spend time with a minor or a vulnerable adult out of work or planned activities (unless this is an activity resulting from parental initiative and that the organization is aware of this activity and has previously approved it).
- Favoritism toward a minor or a vulnerable adult.
- Telling lewd jokes to a minor or a vulnerable adult.
- Showing a minor or a vulnerable adult pornographic or sexist material (posters, cartoons, calendars, journals, photos, etc.) or display such material in plain view.
- Taking pictures of a minor or a vulnerable adult, except at the express request of the organization, and provided that these photos are taken with devices that belong to the organization or are its responsibility.

**Note: A staff member must never use his/her own cell phone or camera to photograph a minor or a vulnerable adult or send or copy pictures taken by him/her of a minor or a vulnerable adult over the Internet or any personal storage device.**

**Staff and volunteers of [Name of the parish or the Service] must:**

- respect at all times the policies and procedures of the organization in dealing with minors and vulnerable adults;
- treat minors with respect and dignity;
- carry always a label (badge) displaying their name during activities and meetings;
- take seriously any allegation or suspicion of sexual misconduct; all staff and volunteers have a duty to report such allegations or suspicions;
- follow established procedures\* when reporting allegations of misconduct or violation of internal policies;
- consider the final results of any behavior and the reaction of a minor or a vulnerable adult in any activity, conversation or interaction in order to avoid embarrassing him, to make him feel ashamed or humiliated;
- ask, observe and maintain boundaries with all minors and vulnerable adults.

**Staff and volunteers of [Name of the parish or the Service] must not:**

- be engaged in any activity that threatens the safety of a minor or vulnerable adult or makes a minor or vulnerable adult feel uncomfortable;
- be engaged in any activity that goes against the mandate, policies or the organization code of conduct;
- make remarks, comments or jokes suggestive, obscene or sexual to a minor or vulnerable adult or about a minor or vulnerable adult;
- have physical contacts with a child that make him uncomfortable or beyond reasonable limits;
- do their own investigation of allegations or suspicions of sexual misconduct; staff and volunteers have a duty to report, not to investigate;
- place a minor or a vulnerable adult in a situation of vulnerability to anyone, both inside and outside the organization;
- use corporal punishment such as hitting, spanking or kicking with a belt;
- offer a minor or a vulnerable adult a "special" treatment that is not within the mandate of the organization or would place (or give the impression of place) a minor or a vulnerable adult in a situation where it might be exploited.

**Staff and volunteers of [Name of the parish or the Service] must ensure that:**

- the activities in which they engage with a minor or a vulnerable adult are reported to supervisors or parents or approved by them; no relation to a minor or a vulnerable adult should be kept secret; however, these reports must be transparent ;
- their activities could not be considered inappropriate in view of a reasonable observer;
- their activities are not likely to harm the organization's reputation;

- their activities could not, in the eyes of a reasonable observer, be deemed dangerous to the safety or the personal integrity of a minor or a vulnerable adult;
- their activities are not likely to make a minor or a vulnerable adult uncomfortable;
- their activities are not likely to seem inadequate in the eyes of the organization, of the minor's or the vulnerable adult's family or of the public.
- the places chosen are never those of a private home;
- an attendance list is written at the beginning of each meeting. It must be then stored carefully in the parish or in the Service;
- two adults filtered without arm's length are imperatively present during the activity ;
- the door of the room used is always open during the activity.

In all activities involving travelling, staff and volunteers of [name of the parish or the Service] must ensure that:

- the driver has an appropriate driver's license;
- that the trip is covered by adequate insurance;
- the number of people per vehicle never exceeds the number of available seats or safety belts;
- that parents or guardians are clearly informed of the place and time of the return;
- for travelling outside of Quebec and Canada, see the rules governing such trips.

In all activities involving an overnight stay, staff and volunteers of [name of the parish or the Service] must ensure that:

- an authorization has to be signed by parents or legal guardians or caregivers when an activity involves travelling or an overnight stay;
- when they have to share a room or a dorm with minors or vulnerable adults, never to be alone with a minor or vulnerable adult, and wearing a night decent outfit;
- watching for minors and vulnerable adults at all times;
- The presence of two authorized adults (parent or guardian, or designated staff) in sanitary areas, showers and locker rooms. If the accommodation does not have sanitary facilities, showers and separate changing rooms for girls and boys, they have to be in turn use. Authorized personnel will never use these facilities along with minors or vulnerable adults;
- decency of every minor or vulnerable adult should be respected, especially in showers, never force him to undress.

In all sport activities, staff and volunteers of [name of the parish or the Service] must ensure that:

- at least one member appointed or designated staff have first aid certification level required by insurers;
- the activities are covered by adequate insurance.

Any breach of code of conduct by an employee or volunteer will be investigated and will lead to a disciplinary action if necessary. The consequences or disciplinary measures to be imposed shall be determined by the diocesan or parish authority, depending on the nature and severity of the incident.

I agree to abide by this Code of Conduct.

Name and signature of the employee or volunteer

Date

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\* Reporting is required if the ground is reasonable, the Director of the Office of the pastoral personnel should be notified, if absent the Vicar General, if absent, the Chancellor. After investigation, if the reporting is justified, the Director of the Office of the pastoral personnel will report to the Director of Youth Protection.

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