

St. Ninian's Church

Responsible Ministry: Screening in Faith

Parish Volunteer/Screening Co-ordinator Ministry Description

Position Risk Assessment: High

Term of Office: 2 years, renewable - appointed by Incumbent

Supervision and Support: Reports to: Incumbent
Staff Liaison (if different from above): The Diocesan Screening Resource Person
Committee/Board responsible for this ministry: Administration Committee

Purpose: To implement the Responsible Ministry: Screening In Faith Policy in the parish.

Population(s) served: Parish Leaders

Skills / Qualifications:

- committed to screening of volunteers and staff
- experienced manager of people (paid or unpaid)
- excellent communicator
- skilled project manager
- organized and comfortable with detail as well as the big picture
- self-starter / requires minimal supervision
- comfortable using the computer and phone
- volunteer management certificate, Human Resources or risk assessment training or experience an asset
- position requires a Police Records Check

Spiritual Gifts Recommended:

- Leadership
- Organization
- Discernment

Training Provided:

- Diocesan Screening Training, or On-the-job Training
- in-service training (on-going, as needed)
- Diocesan Sexual Misconduct training every 3 years

Meeting Date & Time:

- meet with other members of the team as needed

Time Commitment Involved:

- start-up phase: 4 hours per week (one-time for 2-4 weeks)
- follow-up phase: 2 hours per week at recruitment time
- tracking phase: 0.5 hour per week (average)

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Duties & Responsibilities:

Start-up:

- attend pertinent Diocesan training
- design your parish screening process
- develop a parish training plan
- determine the risk assessment for each parish position (*see Diocesan Responsibility Ministry Policy, Risk Assessment Checklist, Appendix D*)

Follow-up:

- reduce the risk in each position, where possible, especially for high risk positions
- inform and prepare ministry leaders for their expanded role
- ensure that appropriate training opportunities are available for all volunteers and staff
- set up and maintain an appropriate information, storage and retrieval system

Tracking:

- support and monitor ministry leaders to insure that volunteers and staff are supported and that annual evaluation procedures are carried out
- be aware of any changes in volunteer and staff positions and immediately modify screening processes and documents to include significant changes
- review all positions annually prior to the Vestry Meeting to keep them current

Limits of the Position:

- uphold the Diocesan and parish policies regarding Responsible Ministry: Screening In Faith
- will comply with the policies and guidelines of the Anglican Diocese of Toronto regarding confidentiality and accepted communication processes
- will meet with leaders, volunteers or staff in a public place, normally. If meeting one-on-one, will follow the policy for such meetings

Benefits & Opportunities:

- have a profound effect on the overall health of our congregation
- influence how the congregation can maximize volunteers' contributions
- provide a safe place for ministry
- work with great people
- be part of an effective team

Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.