

*Modify this form to meet the needs of your parish - most congregations will simplify this form considerably.*

## Screening in Faith

### SAMPLE MINISTRY POSITION TEMPLATE

*Instructions: This form is in Table format. Add or delete rows using the "Table" function in the tool bar. Please modify this template to suit the needs of your parish.*

Ministry Position Title: \_\_\_\_\_

Term of Office: \_\_\_\_\_

Supervision and Support: \_\_\_\_\_

Reports to:

Staff liaison, if different from above:

Committee/Board responsible for this ministry:

Purpose of the position: \_\_\_\_\_

Population(s) served: \_\_\_\_\_

Duties & Responsibilities: 1. \_\_\_\_\_

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

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

4. \_\_\_\_\_

5. \_\_\_\_\_

Skills/ Knowledge Required: 1. \_\_\_\_\_

(e.g. works independently, team player, exceptional interpersonal skills etc..) 2. \_\_\_\_\_

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

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Qualifications needed: 1. \_\_\_\_\_

(e.g. drivers license, First Aid Training, etc..) 2. \_\_\_\_\_

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

Limits of the position: *Specify any constraints to performing the ministry. For Church School teachers, limits include teaching within the church building, on Sunday mornings, with another person present, etc.)*

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

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

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

4. \_\_\_\_\_

Terms of work/service: \_\_\_\_\_

Training provided: *Check all that apply*

Position-specific training (pre-requisite)

- “On the job” training
  - Diocesan Sexual Misconduct training
  - Other: *specify*
- 

Position Risk Assessment:  Low  Medium  High

Benefits & Opportunities: *List the reasons why a person may want to serve in this capacity.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*Record Keeping: Provide a copy for the applicant. Place a copy in the applicant’s file in a locked filing cabinet. Record the completion of this document on the Screening Checklist.*