

Diocese of Moosonee

Screening in Faith Policy

May 2021

Keep watch over yourselves and over all the flock, of which the Holy Spirit has made you overseer, to shepherd the church of God that he obtained with the blood of his own Son.

Acts 20.28

Theological Foundation

The Diocese of Moosonee is committed to ensuring that our church is a holy place where the love of Christ can be modelled and learned. Our Baptismal Covenant identifies that we are to seek and serve Christ in all persons, loving our neighbour as ourselves (Book of Alternative Services, p. 159). A fundamental obligation, therefore, is to look after the welfare of all members of our community but especially those who are vulnerable through age, infirmity or particular circumstances of dependency. This is a sacred trust which must be responsibly and safely managed.

In company with the bishops, clergy and people of the Anglican Communion, the Diocese of Moosonee "affirms that every human is created in the image of God who has made us for loving, covenant relationships with our Creator, others and the world. We believe that our peace arises out of right relationships. Our personal dignity, freedom and bodily integrity are ensured by faithfulness to just covenants of mutual trust, care and respect. Such covenants undergird the moral framework of our communal life, responsibilities and entitlements."

Lambeth Conference Report, 1988

Ministry is a privilege. Through our baptism we are all called to ministry using our varied and different gifts. (BAS pp. 158-160) The process of matching an individual's gifts with the church's needs requires church leaders use gifts of discernment, insight, courage and to speak the truth in love. From time to time, some individuals may feel a stronger call to a ministry than the church is able to affirm. However, only those who are perceived to have the appropriate gifts for the position will be permitted to minister. This principle is important to ensure that the recipients of the ministry, the individual who feels called to the ministry and the church are safe from harm.

Those who offer themselves for ministry must have an attitude of servanthood and be willing to be trained, mentored and possibly reassigned, as needs dictate.

Rationale for the Policy

This Screening in Faith Policy is the means by which the Diocese of Moosonee responds to our call to offer our best to those we serve. It is necessary, therefore, that we discern gifts and determine a person's suitability to a ministry position.

The Diocese of Moosonee is blessed with gifted and committed clergy, and volunteers who offer their talents in full recognition of their obligations. In fact, the church could not operate

without the work of the many individuals throughout the Diocese who exercise a variety of ministries to persons within the church community and beyond.

It is critical, therefore, to ensure that those we place in positions of power and trust be selected, trained and supported so that their ministry may be life-giving. In this way our Christian values are consistent with the legal concept of "duty of care." Duty of care arises out of legal doctrines dealing with negligence. Everyone has a general obligation to conduct themselves in a manner which does not cause damage to other people or their property. The duty of care is most obvious where a relationship of dependence exists and in matters of finance.

Application

The Policy applies to all lay and ordained people under the jurisdiction of the Bishop of Moosonee, that by virtue of their ministry or work are in positions of trust within our parishes.

It is a requirement that this Policy be implemented in all parishes, ministries or other organizations which:

1. are funded, in whole or in part, by the Diocese of Moosonee;
2. function on behalf of the church (whether on or off its premises);
3. operate on church premises;

This Screening in Faith Policy establishes minimum standards for the screening of staff and volunteers. Any parish or organization may develop more comprehensive requirements of its own to reflect its own circumstances provided such requirements at least meet the minimum standard of protection for children and vulnerable adults, and physical, spiritual and financial responsibilities contained in this Policy. Screening standards must be consistently applied to all appropriate ministries.

This Policy strengthens the commitment of the Diocese of Moosonee to strive to ensure that our churches, our congregations and places of work are free from sexual exploitation, harassment and assault.

Responsibilities

It is the responsibility of the organizational leadership (bishop, archdeacon, regional deans, churchwardens, incumbent, priest-in-charge) to ensure that screening standards are implemented in the parish or organization. If the leadership does not comply with this Policy, it could jeopardize insurance coverage. It could also result in disciplinary proceedings. The Bishop serves as the supervisor of the clergy. For the purposes of this Policy, the incumbent of a parish is responsible to ensure this Process is undertaken in the parish. The Process may be delegated to another individual or group of people, however, the incumbent is the individual to ensure it is completed. The Parish Participation Report is to be signed by the incumbent and the churchwardens making them mutually accountable regarding all screening issues.

Definition of Vulnerable Person

The term "vulnerable person" includes not only people typically recognized as vulnerable, such as children, youth, some of the elderly, hospital patients, the mentally and physically disabled, but also to those otherwise healthy adults who become vulnerable because of personal circumstances. Such circumstances might include, but are not limited to, those grieving the

death of a loved one, those experiencing job loss or career difficulties, those facing illness in themselves or others, and those facing other uncertainties. It is important to recognize that all people are vulnerable to varying degrees at different stages in their lives.

List of Ministry Positions and Position Descriptions

Each parish or congregation shall maintain a list of all positions associated with that parish or congregation, whether short-term, long-term, formally or informally established, involving laity or the ordained, taking place on Sunday or during the week, on church premises or off-site. Ministries specifically listed in this Policy are not an exhaustive list and form examples or templates which may be applied to additional ministries which may be developed in the future. Examples may be obtained in **Appendix #1** of this document.

FOR INFORMATION OR ASSISTANCE, PLEASE CONTACT:

The Rev. Canon Tom Stradwick

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Phone: 506-512-1533

Screening Prayer

God of abundance and God of life, infuse your children with courage and love, that we may build communities of hope, which are healthy, thriving and safe. Help us to be responsible with our ministry so that both the weak and the strong find their home in our churches, through the profound love of our Lord and Saviour, Jesus Christ.

Amen.

RESOURCES
TO ACCOMPANY THE
DIOCESAN
SCREENING IN FAITH POLICY

DIOCESE OF MOOSONEE

SCREENING REFERENCE GUIDE

Adapted from Volunteer Canada, 1-800-670-0401, www.volunteer.ca

The Diocesan Policy on Screening in Faith requires all Parishes and Deanery or Diocesan organizations to screen volunteers and/or employees in a manner appropriate to the level of risk in their ministry.

This Policy obligates each Parish to:

1. Develop a Screening Process. There are many resources to help you develop your Process. A copy of a Screening in Faith manual produced by Volunteer Canada is available [here](#). This manual outlines the steps of the screening Process, and gives samples of Application Forms, Reference Check Forms, and Risk Assessment Forms. Additional resources can be found on the Volunteer Canada website www.volunteer.ca and within this document.

2. Complete the Parish Participation Report – no later than March 15th annually for the preceding year

Parishes can access this form on the Diocesan website (www.moosoneeanglican.ca) One copy of this form is to be placed in the **Annual Vestry Report** of the Parish, a second copy is submitted to the **Regional Dean** of your Deanery, a the third copy is submitted to the **Synod Office**, and a fourth copy is submitted to the **Diocesan Coordinator for Screening in Faith, The Rev. Canon Tom Stradwick**.

Why Screen?

Any organization that provides programs to vulnerable people has a moral, legal, and spiritual obligation to appropriately screen those who work for them, including volunteers. Screening is not only the right thing to do, it is legally required under the principle of “Duty of Care.”

Volunteer screening serves three main purposes:

1. To safeguard, in all respects, all of those to whom we minister, particularly the vulnerable.
2. To ensure the integrity, safety and reputation of our volunteers.
3. To protect the faith community from defamation and retribution.

This Workbook contains three Exercises intended to assist you in developing or refining your Parish's Screening Process, as well as some Questions & Answers about the Screening Process.

The 10 Elements of the Screening Process....Page 3

Exercise #1: Risk Management Policy for the Parish...Pages 4-5

Exercise: #2: Risk Assessment for Parish Ministries...Pages 6-7

Exercise #3: Screening Steps Assessment...Pages 8-9

Screening Q&A...Pages 10-11

TEN ELEMENTS OF THE SCREENING PROCESS

1. Determine the risk Churches can control the risk in their programs. Examining the potential for danger in programs and services may lead to preventing or eliminating the risk.

2. Write a clear position description Careful position descriptions send the message that a church is serious about screening. Responsibilities and expectations can be clearly set out, as well as the screening requirements.

3. Establish a recruitment process Whether a church posts notices for volunteer positions or sends home flyers, they must indicate that screening is part of the application process.

4. Use an application form The application form provides needed contact information. If the volunteer position requires other screening measures (driver's record, police records check), the application form will ask for permission to do so.

5. Conduct interviews

Interviews help ensure that candidates meet the position requirements.

6. Follow up on references Identifying the level of trust required in the position and asking specific question will help determine the applicant's suitability.

7. Request a Vulnerable Sector Check (VSC) when necessary

Vulnerable Sector Checks signal that the church is concerned about the safety of its clients. For **ALL HIGH RISK** ministries, a VSC is the designated requirement. Information on how to obtain a VSC is included in this document under the Question and Answer Section. For **Medium or Low Risk ministries**, a Canadian Police Record Check (CPIC) may be requested at the discretion of the parish. In this case, a request should be submitted to the Rev. Canon Tom Stradwick who will initiate the process through the established Diocesan procedures.

8. Conduct orientation and training sessions Screening does not end once the volunteer is in place. Orientation and training sessions offer an opportunity to observe volunteers in a different setting.

9. Supervise and evaluate The identified level of risk associated with a volunteer position will determine the necessary degree of supervision and evaluation. If the risk is great, it follows that the volunteer will be under close supervision.

10. Follow up with program participants Volunteers should be made aware of any follow-up activities that may occur. These could include spot checks for volunteers in high-risk positions.

EXERCISE #1:

RISK MANAGEMENT POLICY FOR THE PARISH

It is important for an organization to admit that some degree of risk is inevitable in their programs. It is how they handle the risk that is important. The existence of a Risk Management Policy indicates that risks will be identified and analyzed on an ongoing basis.

Take a look at the following guidelines for reducing the risk in your ministries. Put a check beside the measures your church can implement as part of its Risk Management Policy.

Guidelines for Avoiding Compromising Situations and Reducing Risk

- ☐ It is preferable to meet with a group rather than be alone with an individual.
- ☐ It is preferable to have more than one adult present when working with vulnerable people (if the adult cannot be in the same room, it is best to have them close by in the same building).
- ☐ It is preferable to meet in an open, public space rather than a closed, private space. A church hall is better than a secluded room, a church office is better than a person's home, a living room is better than a bedroom.
- ☐ When meeting, an open door is better than a closed door, a door with a window is better than a solid door.
- ☐ It is always wise to make others aware of your activities and your whereabouts.
- ☐ It is best to schedule regular meetings with a supervisor to discuss the ongoing nature and actions of the ministry.
- ☐ Volunteers should not spend extended time alone with vulnerable care-seekers without consent and knowledge of the ministry leader/supervisor.
- ☐ When, and if, programming requires a volunteer to be alone with a vulnerable care-seeker every effort must be made to protect the person's privacy.
- ☐ Volunteers should not take others in their vehicle without letting the ministry leader/supervisor know that this occurred.
- ☐ Any physical contact between adults should occur in "public" and be sanctioned by the ministry leader/supervisor.
- ☐ Volunteers should not take money or property from a care-seeker for their volunteer ministry.
- ☐ Volunteers must not act outside the set boundaries of their ministry position description.

Guidelines for Reducing Risk When Working with Children

- ☐ Adults (age 16+) should not spend extended time alone with children without consent of the child's guardian and the knowledge of the ministry supervisor
- ☐ When, and if, programming requires an adult to be alone with children (for example overnight camps or field trips) every effort must be made to protect the child's privacy. Girls and boys must not change together and adults must change separately from the children. Adults should not sleep in proximity to children.
- ☐ Adults who form a relationship with children through our faith community's activities should not seek out opportunities to spend time with the child "off site". If off site interactions occur the appropriate people should be informed.
- ☐ Adults should not help children with toileting. The parent or guardian must give permission for toileting or changing help to be given for younger children who cannot manage alone.
- ☐ Children should not be taken in an adult's vehicle without parent/guardian permission and the knowledge of the ministry leader/supervisor.
- ☐ Any physical contact between adults and children should occur in "public" and be sanctioned by the ministry leader/supervisor and the parent/guardian. For example hugs and kisses for younger children or physical „rough housing“ with older kids.
- ☐ Parents/guardians of children enrolled in programs should be encouraged to ask questions and stay abreast of the nature of the adult/child interaction. They should be encouraged to talk with their children about the programs and the volunteers and staff they encounter.

‘RISK MANAGEMENT GUIDELINES’

These guidelines are intended to provide a general overview. It is recognized that churches may not be able to implement all of these guidelines. It is important the churches adopt risk reducing measures that are appropriate to its volunteer ministries, and ensure that volunteers are aware of the church's Risk Management Policy as it applies to their position.

A ‘BEST PRACTICE’ FOR CHURCHES

Give a journal to each volunteer who works one-on-one or in private with others and require the volunteer to make notes on each meeting. The notes should include date, time, duration, location as well as the content of each meeting.

EXERCISE #2:

RISK ASSESSMENT FOR PARISH MINISTRIES

In order to assess the risk level in each ministry, you will need to create a list of parish ministries and a brief job description for each. Samples of job descriptions are available on the Diocesan website. Please feel free to adapt these descriptions to reflect the needs of your church. If you wish to develop your own job descriptions, the following is a list of elements to consider:

- Title
- Participant group (children, seniors, etc.)
- Goals
- Activities and tasks
- Outline of responsibilities
- Time commitment expected
- Boundaries and Screening requirements
- Skills, experience and qualifications
- Personal traits and qualities
- Orientation and training available
- Support, supervision and evaluation provided
- Mandatory activities (e.g. training, monthly meetings, travel)
- Working conditions (e.g. non-smoking environment)
- Benefits to the volunteer

ASSESSING THE RISK LEVEL FOR EACH JOB DESCRIPTION

Designate all positions as ‘High Risk’, ‘Mid-Risk’ or ‘Low Risk’.

*Please remember that your parishes’ Risk Management Policy
can reduce or eliminate some of these risks.*

High Risk volunteer positions are positions that meet any of the following criteria:

- The position requires a volunteer to be alone and unsupervised with a client.
- The position requires a volunteer to develop a close, supportive relationship with a client or group of clients.
- The position may require or encourage driving with a client as a passenger.
- The position requires the volunteer to be left unsupervised in a building operated by the organization on a regularly scheduled basis.

Mid-Risk volunteer positions are positions that meet any of the following criteria:

- The position requires a volunteer to act on behalf of the organization in an unsupervised setting.
- The position requires the volunteer to handle money or food with a minimum of supervision.
- The volunteer has access to the organization's confidential files.

Low Risk volunteer positions are positions that meet **all** of the following criteria:

- The position does not require close contact with clients or the public.
- The position is supervised at all times.
- The position does not require the volunteer to handle money or food.
- The position does not require/encourage driving.

MY PARISH'S RISK ASSESSMENT

Please complete the following chart for your parish's ministries

[illegible]

EXERCISE #3: SCREENING STEPS ASSESSMENT

Once you have identified your parish ministries, developed their job descriptions, and identified their level of risk, it is time to assign appropriate screening steps to each ministry.

You have the following steps to consider (*as described on page 3*)

- *Recruitment Process*: How will we fill this position when vacant?
- *Application Form*: What information do we need from a volunteer in this position?
- *Interview*: Does this position require an interview?
What questions would we like to ask a volunteer in this position?
- *Reference Check*: Should we request references for this position?
How many references? What questions should we ask the references? Are there other forms of reference required (i.e. proof of insurance for a volunteer driver, proof of First Aid qualification)
- *Police Record Check*: Does our local police station charge for checks for volunteers? Will we reimburse our volunteers for checks?
- *Orientation and Training*: What training do we require for this ministry?
Will we pay for training from external sources? (First Aid, Babysitting Course)
How will we provide for on-going skills development?
- *Supervision and Evaluations*: How will we supervise this position?
How will we ensure the volunteer has opportunity to express concerns?

WHAT STEPS ARE APPROPRIATE?

- The following elements are appropriate to ministries in *all risk levels*: Recruitment Process, Application Form, Orientation/Training and Supervision/Evaluation.
- An Application Form must request basic contact information, but can be expanded to include questions that substitute for an interview.
- Interviews and Reference Checks are appropriate to all Mid and High Risk ministries, and optional for Low Risk ministries.
- Vulnerable Sector Checks are required for all High Risk Ministries and must be renewed every three years. They are optional for Mid and Low Risk ministries.
A Canadian Police Record Check may be requested for Mid and Low Risk ministries at the discretion of the parish.

SCREENING STEPS CHART

Please check the steps that apply to each Ministry in your parish

Ministry Title	Risk Level	Recruitment Process	Application Form	Interview	Reference Check	Police Check	Orientation Training	Supervision Evaluation

NOW WHAT?

Now that you have identified the steps of your parish's screening process, it is important that you implement these steps. It is the parish's responsibility to ensure this process is implemented for every ministry position.

1. Who will be responsible for ensuring this process is followed?

2. How/when will we review this process?

3. Who will have access to our volunteer's files?

SCREENING QUESTIONS & ANSWERS

Q: Does screening suggest that volunteers can't be trusted?

A: No. Like most prudent behaviour, screening is intended to prevent the problem that may or may not occur. However, screening addresses the reality that it is possible a person could seek out faith communities with the intent of stealing money, property, or harming participants and/or staff.

Q: Should all volunteers be screened?

A: Ideally, all applicants should go through the basic elements of a screening process (Application, Training, Evaluation). However, the most important positions to screen are those where a person works with children or vulnerable adults.

Q: I'm very involved in committees in my faith community. Do I have to be concerned about screening?

A: Absolutely! Depending on the structure of your faith community, some committees or councils are ultimately responsible (and as a result, potentially liable) for the services and programs offered by your community. Even if you are not legally responsible you are morally and spiritually bound to protect others.

Q: On what basis can an applicant be refused for a volunteer ministry?

A: An applicant can be refused if his or her interests and experience do not meet the requirements of the ministry or if their background makes them unsuitable to work with vulnerable people. You can suggest another ministry more suitable to a person's background and talents. Be creative and think of ways for the person's gifts to be offered.

Q: If a volunteer harms a participant, is the faith community responsible?

A: Increasingly, the courts are holding non-profit and charitable organizations accountable for their volunteers' actions. If your organization has created or permitted a situation that results in harm, you can be held liable.

Q: Won't our Insurance will take care of any potential liability?

A: Insurance does not cover every eventuality; there are significant exceptions in any insurance policy. Then too, if a faith community has been negligent, insurance companies may not provide coverage. Some insurance companies are now asking explicit questions on application forms for third party liability about the faith community's screening of employees and volunteers.

Q: What documents do we keep on file for volunteers?

A: All volunteer files should be kept in a secure location to ensure confidentiality.

Retention of these files is forever. They are not to be destroyed or discarded.

Application Forms should be kept on file, as well as notes taken during Interviews, Reference Checks, Training/Orientation and Supervision/Evaluation sessions. Any concerns or complaints should be kept on file, as well as a record of actions taken toward resolution. In the interest of confidentiality, it is preferred that police records checks be provided to the faith organization for review, but **not kept on file**. The original document should be returned to the volunteer or paid staff person. What can be kept on file is a form stating that the check has been provided and reviewed. This form should be signed by a person or persons appointed by the faith community to review police records checks. The form should also indicate whether the check has been approved or if follow-up conversations are required, but should *not* record the nature of any charges or convictions.

Q: How do Vulnerable Sector Checks (VSC) work?

A: The volunteer/employee visits the local police station and requests the VSC with the appropriate letter provided by the parish or Diocese. Once the volunteer receives the check, he/she must show it to the appropriate parish representative (Incumbent, Screening Team Contact, etc.) The parish representative will complete a Police Record Check Declaration (available in the “Additional Resources” section of this document) to keep on file and will return the VSC to the volunteer. The VSC must be returned to the volunteer and not kept on file.

NOTE:

The cost of the VSC will be covered for all ordained priests and deacons by the Diocese of Moosonee.

VSC's and CPIC's as per the parish assessment process will be the cost of the parish.

Q: Is this process only for volunteers?

A: You can apply this process to paid staff at your church. The Synod Office handles the screening for Incumbents.

Q: What if there is an allegation against a volunteer?

A: The Diocese has procedures for dealing with allegations. Please ensure that the Incumbent is aware of the allegation and the Incumbent will follow procedures.

Q: If I offer someone a ride to church, or go to a church member's house for lunch, do I need to be screened?

A: The Screening Process applies to volunteers who are *deliberately engaged in activities on behalf of the parish*. Church members who engage in activities of their own initiative are not considered parish volunteers.

FORMS

- 1) Volunteer Application Form
- 2) Volunteer Reference Check Form
- 3) Police Record Check Review Declaration
- 4) Screening in Faith Parish Participation Report

VOLUNTEER APPLICATION FORM

Distribute this form with a job description

Name:

Address:

Phone Number:

Email:

I am interested in volunteering in the following way:

I am interested in volunteering in this manner because:

I bring the following skills and experience to this ministry:

References:	
1. Name	Phone #:
Address	
Relationship to me:	
References:	
2. Name	Phone #:
Address	
Relationship to me:	

When you have completed this form, please return it to:

VOLUNTEER INTERVIEW FORM

General Instructions: Modify Questions as Needed

Meet with the volunteer at a mutually acceptable time in a place free from interruptions. Aim to keep the interview between 20-30 minutes. Inform the volunteer that you may be taking notes during the interview, and the answers and notes will be part of the volunteer's confidential file.

Volunteer Name:

Volunteer Position:

Name of Church/Group:

Date, Time and Place of Interview:

Tell me the reason you are offering to serve at [parish/organization] and why you are offering at this time.

Tell me about your journey of faith. How has that affected your decision to offer to serve?

What role do you think the church plays in people's lives?

What areas of service are you most interested in at [parish/organization] now and in the future?

Tell me about the experiences you have had working or volunteering in this type of ministry.

Where? When? For how long?

Why did you leave?

What part of the experience did you particularly enjoy?

What part was a challenge to you?

7. Do you have any questions about the position? (*good opportunity to review job description*)

Interviewer signature:

Date:

Interview questions courtesy of the Diocese of Toronto

VOLUNTEER REFERENCE CHECK FORM – BY PHONE

Name of Church/Group: _____

Volunteer Name: _____

Volunteer Position: _____

REFERENCE: *(name & address)* _____

1. How long have you known this person and in what capacity?

Summarize the volunteer's job description.

2. Please comment on this person's ability to perform the duties listed in the job description:

3. What strengths would this volunteer bring to this position?

4. Do you have any reservations about this person serving in this capacity?

5. Additional Information?

Signature of person who conducted the reference check

Date

POLICE RECORD CHECK REVIEW DECLARATION

VOLUNTEER NAME: _____

VOLUNTEER POSITION: _____

It is a requirement of this position that a current Police Record Check (PRC) be witnessed.

The PRC was witnessed and approved by:

Witness Name: _____ (please print name)

Witness Signature: _____

Date: _____

WHEN YOU HAVE COMPLETED THIS FORM, PLEASE RETURN IT TO:

Diocese of Moosonee

Screening in Faith Parish Participation Report

Our parishes are sacred spaces in which volunteers can develop their leadership gifts and vulnerable people can be part of a safe and loving family. Appropriate screening of volunteers is an essential part of maintaining that ministry, so that we can ensure the safety of our volunteers and their ministries. This “Parish Participation Report” serves as an *annual record* of the process developed by your parish to screen its volunteer leaders.

Complete the following report and provide a copy to the **parish Vestry, your Regional Dean, the Synod Office and the Diocesan Coordinator for Screening in Faith (The Rev. Canon Tom Stradwick)**. This report is due by March 15th for the year preceding. Thank you for continuing to make the safety of your volunteers and ministries a priority.

I. Contact Information

PARISH: _____

INCUMBENT: _____

If a person in the parish is assisting the Incumbent with the Screening in Faith process then please give their:

NAME: _____ TELEPHONE: _____

ADDRESS: _____

E-MAIL: _____

YOUR FEEDBACK: What kind of help, if any, does your parish need to develop its Screening in Faith Process?

II. Parish Position List:

Please list all the positions in your parish, along with their Level of Risk, and the Screening Requirements set by your parish. This includes wardens, advisory board members, treasurers, lay readers, and all other parish ministry positions. (Incumbents are screened at the Diocesan level.) Photocopy this page if more space is needed.

NOTE: Parish position and name of individual holding the position are required every year. This is a formal record and is to be included in your vestry report.

Useful Resources:

The requirements of a parish screening process are outlined in the Diocesan Policy on Screening in Faith in the Diocese of Moosonee. This model is based on the 'Screening in Faith' manual produced by [Volunteer Canada](http://VolunteerCanada.ca), adapted for use in the Diocese of Moosonee, available online at www.moosoneeanglican.ca under "Resources"

Level of Risk (check one box only)

L = low

M = medium

H = high

TFU = Training/follow-up

Screening Requirements (check all that apply)

INT = Interview/application form

REF = Reference check

VSC = Police Vulnerable Sector check

(Examples of possible positions and job descriptions are also available on the website.)

An additional "Risk Assessment Chart and Examples" is attached to this form to guide you as you designate positions as low, medium, or high risk.

Parish Position	Level of Risk			Screening Requirements			
	L	M	H	INT	REF	PRC	TFU

Police Vulnerable Sector Checks are required for all High Risk Ministries and must be renewed every three years. They are optional for Mid and Low Risk ministries. It is crucial that you identify the level of risk based on position descriptions and in compliance with the criteria for each level as identified in the Diocesan Policy on Screening in Faith found on the Diocesan website (www.moosoneeanglican.ca under "Resources")

In the declaration below, your parish officials are affirming that:

a)Your parish follows the Screening in Faith Program requirements of the Diocese of Moosonee and has established a process whereby screening occurs on a regular basis;

b)The individuals holding the Parish Positions, as noted above, have been screened appropriately based on the level of risk indicated and in accordance with the position descriptions prepared by your parish;

c)Police Vulnerable Sector Checks have been viewed and documented as required; if renewals are needed, processes are in place and will be followed up accordingly;

AND

d)An annual review of the Screening in Faith policies has taken place with your parish employees and volunteers to ensure their protection and the protection of all vulnerable sectors that are involved with your parish ministries.

III. Declaration

We declare that the information contained in this report is accurate and complete.

Date _____

Incumbent _____

Warden _____ Warden _____

Risk Assessment Chart and Examples

This chart and the examples could be used as a guide as you designate positions as low, medium and high risk. It is always best to reduce the level of risk as much as possible. The information on this chart can assist you as you modify roles and responsibilities and as you create statements concerning boundaries and limitations.

Determining Level of Risk

Factor	Low Risk	Medium Risk	High Risk
Level of Vulnerability	<ul style="list-style-type: none"> ·stable individual 		<ul style="list-style-type: none"> ·baby/child/teenager/senior ·person with a disability ·new comers ·recently bereaved/divorced ·homeless ·transitioning individual
Location and visibility	<ul style="list-style-type: none"> ·meeting room or hall 	<ul style="list-style-type: none"> ·room with open door or door with a window ·office and other small areas visible to others ·worship space ·off-site public space 	<ul style="list-style-type: none"> ·private home ·room with doors closed and no windows ·off-site private or home meeting with children, youth or shut-in ·car ·enclosed private spaces
Type of activity	<ul style="list-style-type: none"> ·bible study in church ·fellowship event in church ·craft group in church 	<ul style="list-style-type: none"> ·youth group meeting ·children's class with two teachers or with supervisor present ·hospital visiting with open door ·nursing home visiting with open door ·breakfast program ·drum circle 	<ul style="list-style-type: none"> ·youth group sleep-over ·counselling session ·one-to-one home visits ·one-to-one music or liturgical instruction
Supervision and Monitoring	<ul style="list-style-type: none"> ·supervisor always present ·always in large groups ·meetings/activities are documented regularly 	<ul style="list-style-type: none"> ·occasional supervision ·some documentation of activities or meetings 	<ul style="list-style-type: none"> ·little to no supervision ·no documentation of meeting or event
Nature of relationship	<ul style="list-style-type: none"> ·occasional interaction ·mutual understanding of roles, responsibilities and boundaries 	<ul style="list-style-type: none"> ·personal investment ·personal relationship ·extends over time 	<ul style="list-style-type: none"> ·one-to-one relationship ·high level of intimacy and influence ·imbalance of power - understanding of roles, responsibilities and boundaries are not clear

Factor	Low Risk	Medium Risk	High Risk
Degree of authority associated with the position	<ul style="list-style-type: none"> low level of authority ACW member Kitchen volunteer 	<ul style="list-style-type: none"> mutual ministry to others in a public space 	<ul style="list-style-type: none"> high authority with distinct large power differential, e.g., priest, youth worker, organist, warden, treasurer
Physical Safety	<ul style="list-style-type: none"> well maintained equipment safe guards in place 	<ul style="list-style-type: none"> an awareness of individual's needs and limitations 	<ul style="list-style-type: none"> not aware of individual's needs and limitations untrained equipment not maintained safe guards not in place extraordinary variation of daily activity
Financial	<ul style="list-style-type: none"> no financial involvement 	<ul style="list-style-type: none"> infrequent financial involvement with small amounts of money and shared responsibility 	<ul style="list-style-type: none"> frequent financial involvement or with large amounts of money and/or functioning alone
Confidential and sensitive information	<ul style="list-style-type: none"> no access to confidential or sensitive information 	<ul style="list-style-type: none"> occasional access to confidential or sensitive information appropriately shared and received 	<ul style="list-style-type: none"> regular access to confidential or sensitive information Information not shared with others
Overall Risk Assessment To Person	<ul style="list-style-type: none"> Low level of risk 	<ul style="list-style-type: none"> Potential damage to reputation Stress 	<ul style="list-style-type: none"> Personal trauma and/or stress Safety Damage to reputation Legal claims
Overall Risk Assessment To Parish	<ul style="list-style-type: none"> Low level of risk 	<ul style="list-style-type: none"> Potential damage to reputation 	<ul style="list-style-type: none"> Damage to reputation Legal claims Loss of insurability
Overall Risk Assessment To Diocese	<ul style="list-style-type: none"> Low level of risk 	<ul style="list-style-type: none"> Potential damage to reputation 	<ul style="list-style-type: none"> Damage to reputation Legal claims Loss of insurability

Screening in Faith

Sample List of Ministry Positions

Purpose:

Each parish or congregation shall make a list of all positions associated with the church or organization, whether short-term, long-term, formally or informally established, paid or volunteer, involving laity or the ordained, taking place on Sunday or during the week, on church premises or off-site.

Instructions:

Check all that apply to your parish, congregation or organization. There is space at the end under "Other" to list additional ministry positions. This is a sample list - modify it to suit your parish.

Volunteer Positions

- _____ Ladies' & Men's Groups Coordinators
_____ Home/Hospital/Seniors' Home Pastoral Visitor
_____ & members
_____ Adult Bible Study Leader
_____ Intercessor - public worship
_____ Arrangers of coffee fellowship
_____ Lay Reader
_____ Chalice bearer/lay Eucharistic administrators
_____ Counters
_____ Newsletter Editor
_____ Reader/Lector
_____ Servers
_____ Church Warden, including Deputies
_____ Organist, Musicians
_____ Vestry/Board Member
_____ Deanery, Executive Council & Synod Delegates
_____ Choir Members
_____ Envelope Secretary
_____ Greeters including helpers for persons
_____ Christian Education, including Sunday
_____ School & Nursery teachers, superintendents & Youth leaders
- _____ Other: _____
_____ Other: _____
_____ Other: _____
_____ Other: _____
_____ Other: _____
_____ Other: _____

List of common Volunteer Ministry Positions

Church Warden

Term: One Year

Supervision and Support: Other Churchwarden & Incumbent

Purpose of the position:

The churchwardens oversee the ministry and business and financial issues of the parish

- Attend Vestry Meetings

- Oversee the financial commitments of the parish in cooperation with the treasurer

- Usually have signing authority for the parish and are available to sign cheques

- May be consulted by Incumbent, provide support for the Incumbent and parish community

- Be available to troubleshoot in case of need, such as alarms, damages, etc.

Licensed Lay Reader

Term of Office: Licenced Annually by Incumbent

Supervision and Support: Incumbent

Purpose of the position:

To serve the church in assisting in or conducting services of public worship under the direction of the Incumbent as governed by The Moosonee Manual for Lay Readers.

Population(s) served: The parish of which the lay reader is a member and other such duties elsewhere with the approval of their own Incumbent

Duties & Responsibilities:

- Assist in services of public worship by:

- Acting as an acolyte where no servers are available.

- Conducting those parts of the church worship service not required to be performed by a priest

- In the absence of the Incumbent, conducting the entire service, other than Holy Communion and those parts requiring a priest.

- Preaching or reading the sermon, with permission.

- Performing such pastoral duties as Visiting the Sick, Instruction in Sunday School, Preparing candidates for Baptism or Confirmation, and such other duties as assigned by the Incumbent.

- In cases of emergency, or when a deacon or priest cannot be available, conducting The Funeral Liturgy.

- Officiating at services outside their own parish with the approval of their incumbent.

- Meet regularly with the Incumbent to:

- assist in planning special services

- schedule their own involvement and clarify duties and expectations

- receive guidance and direction

Organist/Choir Director

Term: Indefinite

Supervision and Support: Reports to: Incumbent

Purpose of the position

To ensure worship services are enhanced through the use of music (instrumental and choral) in such a way that the congregation is encouraged in worship that is vital, attractive, and dignified.

To teach and train parish members in music through their participation in choirs or instrumental groups.

To provide appropriate organ accompaniment for regularly scheduled services, in order to encourage the congregation to participate in worship

Pastoral Care Visitor (also called Home or Hospital Visitor)

Term: 1 year, renewable

Supervision and Support: Incumbent

Purpose of the position:

To extend pastoral care and practical assistance to people in hospital, experiencing crisis and to their families

Duties & Responsibilities

Visiting:

To make scheduled home, hospital, and nursing home visits as assigned - always in pairs

To offer presence and prayer during times of crisis and celebration

Maintain confidentiality

Team work

To work in conjunction with the pastors of the congregation in the professional care-giving ministry of the church and under their supervision

Communicate any concerns to the Incumbent, in a timely fashion

Communicate regularly with pastors

General

Knowledge and understanding of pastoral caring techniques, or willing to learn

Strong interpersonal, communication, and listening skills.

A sensitivity to people of diverse backgrounds, and for those in difficult circumstances

Deep faith in Jesus Christ and commitment to the healing ministry of the Lord as understood by the Anglican Church

Personal commitment to a spiritual life, including worship, prayer, study and action as well as a commitment to personal development

Genuine compassion and respect for all persons

Conflict resolution skills or willing to learn

Understanding of himself or herself as a Christian role model.

Understanding of and enthusiasm for Anglican history and tradition

The ability to set and maintain personal boundaries

The Incumbent will determine pastoral visitor and parishioner assignments setting goals, monitoring the progress and determining the length of the assignment.

Nursery Caregiver

Term of Office: One Year, renewable.

Supervision and Support: Reports to: Sunday School Superintendant/Coordinator

Purpose of the position:

To assist and follow the direction of the Nursery Coordinator and to welcome, nurture, and help develop a comfortable, safe, and predictable community for children attending the nursery where God's love is experienced.

Population(s) served: children ages birth to 4 years of age and their families

Duties & Responsibilities:

Core Duties (in pairs)

Arrive 15 minutes before the service begins

Greet parents & children in a friendly manner

If unfamiliar with a child, review registration form or speak to the nursery coordinator, so you are aware of any special needs the child may have

Care for and comfort all children in the nursery not giving your primary attention to just one or a few children

Skills, Experience and Qualities Required:

Enjoys working with babies and toddler age children

An ability to communicate and work with the Nursery Coordinator, other volunteers and parents

Dependable and trustworthy

Sunday School Teacher or Superintendent

Term of Office: One Year, renewable.

Supervision and Support: Teachers:

Reports to: Sunday School Superintendent

Sunday School Superintendent:

Reports to: Incumbent

Purpose of the position:

To ensure that the children who attend the church are introduced to the teachings of Christ in a safe, friendly, and welcoming environment where children can know the love of God and be spiritually nurtured through caring relationships within the Anglican community and enjoyable learning experiences.

Population(s) served: Children ages 13 and under. Teaching assistants age 14 and over.

Duties & Responsibilities:

Core Duties (in pairs)

Plan and prepare lessons based on the predetermined curriculum

Select creative quality activities that relate scripture lessons to life situations

Conduct lessons and supervise a group of children during scheduled Sunday School periods

May require providing a snack for the children

Assist/lead group activities (e.g. Sunday School Christmas pageants, picnics and other special

events)

Organize and maintain your Sunday School supplies

Track and review attendance

Communicate with:

Your assistant and other members of the Sunday School team

Children/youth and their parents

Skills, Experience and Qualities Required:

A baptized believer who regularly attends parish worship

Personal commitment to the development of faith in the young and teaching of scriptures

Supportive of the parish mission statement

Willing to work with the curriculum provided

Strong organizational and time management skills

Ability to relate to children and understand their learning abilities

Ability to share knowledge of faith and scriptures and to set a positive example

Dependable

Personality Traits:

Needed: friendly, spiritual, flexible, empathetic, supportive, patient

Desired: creative, out-going

Qualifications needed: First Aid Certificate, an asset

Youth Ministry Leader

Two years renewable. It is desirable to have a minimum four-year commitment from leaders for continuity throughout the high school period that maximizes effectiveness

Reports to: Incumbent

Youth work is a ministry belonging to the entire parish. The concept of youth ministry flows from our baptismal promises to help nurture the young in their life of faith. The role of professional youth leaders is to give energy and direction to this parish-wide ministry.

Youth ministry flourishes in a setting that actively supports youth and those who work with them. In such a youth-positive environment, the youth ministry volunteer leader will:

Engage the youth through fun, culturally relevant, activities to the person of Jesus.

Evangelize by encouraging the youth to have a personal relationship with Jesus.

Disciple them in their faith.

Equip them to use the gifts that God has given them to reach our world with the gospel

Population: Youth, ages 13-18

Duties & Responsibilities: Work in a Team

Take an active role in the youth ministry team, praying for the youth and other leaders

Contact students during the week by phone.

Regular attendance at youth events.

Maintain a safe environment for all participants

Adult Bible Study Leader

Term of Office: Indefinite

Supervision and Support: Incumbent

Purpose: To lead a small group of people in studying the Scriptures

Population(s) served: Parishioners

Skills & Qualifications:

Organizational and leadership skills are required

Ability to encourage others to express their ideas and experiences, while ensuring that no one person monopolizes the discussion

Flexible, compassionate, open to the Holy Spirit, and able to keep on track

Strong faith & ability to express it

Diocesan Sexual Misconduct training every 3 years

Description of Duties / Responsibilities:

Leader leads the discussion of the study, but is not required to "have all the answers"

Encourage each person to participate, ensuring that he/she feels comfortable with sharing

Provide a safe environment so that members can feel acceptance and love, and will be able to share with others knowing that personal feelings etc. will be kept in confidence

Keep the group on topic as much as possible

Ensure prayer is a part of the meeting, and leading the prayers can be shared by all

Topics of study are decided by each group

Vestry Member-at-Large

Term of Office: 1 year, renewable - elected or appointed at Annual Vestry Meeting

Supervision and Support: Reports to: Wardens & Incumbent

Purpose:

To help make decisions of a temporal manner with regard to the Church buildings and activities

Population(s) served: Incumbent and Churchwardens

Parishioners

Spiritual Gifts Recommended:

Service

Leadership

Organization

Business skills

Training Provided:

- on-the-job training

Skills & Qualifications:

Patience

Intelligence

Some knowledge of the relevant financial/canonical matters is required

Willingness to attend all meetings

Willingness to take on some tasks as they come up

Description of Duties / Responsibilities:

Attend monthly meetings

Review reports

Study issues raised and render advice

Volunteer to help church officers in various tasks

Altar Guild Member

Term of Office: Indefinite

Supervision and Support: Reports to: Altar Guild Chairperson & Incumbent

Purpose: To prepare the Altar for all Services

Population(s) Served: The Priest
The congregation

Skills & Qualifications:

Must be willing and able to work in rotation

Dependability, as the Altar must be prepared during a specific time frame

Spiritual Gifts Recommended:

-Service

Hospitality

Training Provided:

- on-the-job training

Duties & Responsibilities:

Responsible for the purchasing of Wine & Wafers, candles etc. ensuring there is always a supply on hand

Chair looks after the finances of the Altar Guild

Weekly duties involve:

- checking the candles and replacing them when needed
- ensuring the proper coloured frontals & hangings are in place
- washing the communion dishes and putting them away
- changing the banners according to the season.
- laundering the linens
- clean the silver and brass
- strip the Altar during the Maundy Thursday Service

Limits of the Position:

- comply with the traditions of the Anglican Church regarding the Altar

Arrangers of Coffee/Lunch Fellowship

Term of Office: Indefinite

Supervision & Support:

Reports to: ACW or Guild Chair or Chair of Coffee/Lunch Committee

Purpose: To provide refreshments for coffee hour or lunch fellowship following the service

Population(s) served: The Congregation

Skills & Qualifications:

Able to make coffee

Able to arrange food for the fellowship

Spiritual Gifts Recommended:

Hospitality

Service

Description of Duties / Responsibilities:

Purchase or bring supplies for your week ie: milk, cream, cookies, extra coffee etc.

Lay out cups, plates and cutlery, and snacks

Make the tea, coffee & set out juice

Wash & dry the dishes

Tidy up the tables and kitchen

Greeter, including those assisting with people with Disabilities

Term of Office: Indefinite

Supervision & Qualifications: Wardens

Population: Congregation

Duties & Responsibilities (may vary by parish)

Please arrive at the church 30 minutes prior to the start of the service to prepare for the service and to welcome those who arrive early

Welcome members of congregation & provide them with bulletin & books

Take up the offertory

If you know that a regular attending member of the church has been missing lately, please bring it to the attention of the Celebrant and/or Wardens.

Assist the elderly and the physically challenged to the pew discreetly.

Close doors if necessary to keep the noise from downstairs from disturbing the worshippers

Regulate the flow of communicants to the altar rail during communion

At end of Service, receive books and return to shelves

Duties DO NOT include assisting with personal needs (washroom, etc) Duties are carried on in public only.

Please remember to:

Tidy the pews, i.e. remove bulletins, books, garbage, etc.

Re-shelve books
Close the windows and
Switch off lights after the service
Ensure that someone with church keys will lock the office and church

Counters (in Pairs)

Appointed by Wardens

Reports to: Wardens

To enlist a group of parishioners who, in pairs, are prepared to make the weekly count of offerings to the church and to make the bank deposits on a rotational basis.

Population: Congregation & The Envelope Secretary, Treasurer

Duties & Responsibilities:

Sort, count and record loose & envelope offerings & prepare bank deposit

Encourage accuracy, confidentiality

Take deposit to bank

Envelope Secretary

Appointed annually at Vestry

Reports to: Wardens

To maintain an accurate record of congregational donations so as to provide tax receipts at year end and to periodically report to wardens and congregation as to progress toward achieving budget

Population: All providing financial donations

Duties & Responsibilities:

Record weekly offerings

Record the details of the Pre Authorized Remittances.

Prepare the income tax receipts issued annually by Feb 28th & provide for pick up or mailing

Report donations to Treasurer

Maintains confidentiality

Works independently

Ladies & Men's Groups Coordinators & Member & Social Group members (ACW, Guild, Men's Breakfast)

Appointed by Group

Reports to Wardens & Group

Population: Women or Men served by or participating in the Group

Duties & Responsibilities:

As per goals and structure of the Group

Adult members only

Chalice Bearer/lay eucharistic administrators

Appointed & licenced by Incumbent

Reports to Incumbent

Population: Congregation

Duties & Responsibilities:

- Prepare prayerfully for Service

- Administer the chalice according to Anglican tradition and form and as directed by Incumbent or coordinator

- Duties are public only.

Intercessor (at public worship)

Appointed by Incumbent

Reports to Incumbent

Population: Congregation

Duties & Responsibilities:

- Prepare prayerfully for Service

- Prepare Intercessions/Prayers of the People according to Anglican tradition and form and as directed by Incumbent or coordinator

- Offer Prayers at Services, keeping in mind that names, illnesses and situations are private.

- Duties are public only.

Reader/Lector

Appointed by Incumbent

Reports to Incumbent

Population: Congregation

Duties & Responsibilities:

- Prepare prayerfully for Service

- Read and Study for understanding, appointed readings for the day

- Proclaim the readings during Services

- Duties are public only.

Newsletter Editor (Parish)

Appointed by Incumbent & Wardens

Reports to Incumbent/Wardens

Population: Congregation

Duties & Responsibilities:

Prepare & circulate Newsletter to those wishing to receive it

Duties are public only.

Diocesan Newspaper Editor is appointed by The Bishop of Moosonee and reports to the Archdeacon.

All duties are public or done individually without the need for contact with individuals in person.

Servers

Appointed by Incumbent

Reports to Incumbent

Population: Congregation

Duties & Responsibilities:

Prepare prayerfully for Service

Perform duties according to Anglican tradition and form and as directed by Incumbent or coordinator

Duties are public only.

Choir Members

Appointed by Choir Master or Organist

Reports to Organist or Choir Master

Population: Congregation

Duties & Responsibilities:

Prepare prayerfully for Service

Attend Choir Practice to learn new music/hymns as well as practice familiar hymns

Perform duties according to Anglican tradition and form and as directed by Choir Master or Organist

Duties are public only.

Deanery & Executive Council & Synod Delegates

Deanery Great Chapter Delegates are determined as per Diocesan Canon 16

Members of Executive Council/Synod are elected for a 3 year term as per Canon 2

Delegates to Provincial Synod and General Synod are elected as per Canon 7

Duties & Responsibilities are as per the office to which the person is elected.

All duties are public
