

Screening Checklist¹

- ❑ Assess each volunteer position in the parish
- ❑ Identify the level of risk in each position
- ❑ Determine the appropriate screening for the position using diocesan guidelines
- ❑ Write position descriptions as required – examples are available
- ❑ Design interviews based on position descriptions
- ❑ Develop an application form
- ❑ Develop reference check questions based on job descriptions
- ❑ Develop orientation and training package
- ❑ Design guidelines for supervision
- ❑ Create evaluation forms
- ❑ Develop policy on documentation – what is confidential, what information is available to volunteers
- ❑ Develop a time scale for involvement in this ministry – i.e. is it open ended or a one year position such as a Sunday School teacher.

❑ _____

¹ Adapted from Screening in Faith, 9.5. Volunteer Canada 430 Gilmour Street, Ottawa, Ontario, K2P 0R8