Diocese of Prince George

Developing a Safe Parish & Community

Introduction

As a local faith community of the Roman Catholic Church, the Diocese of Prince George upholds and promotes the values expressed in the Gospel of Jesus Christ and in the teachings and laws of the Roman Catholic Church. This means, among other things, that the Diocese takes a stance of deep respect for the dignity of all persons and commits itself to the well-being of all persons.

The Diocese upholds the fundamental goodness of all that God has created. It further holds that through the death and resurrection of Jesus Christ all humanity has been redeemed, lifted up and transformed. We are also deeply aware of the continuing weakness of human beings and the sinfulness present in humanity. We acknowledge that we must take seriously the possibility of misconduct – even among our own clergy, religious, employees and volunteers – and so the Diocese has put in place the "Developing a Safe Parish & Community Policy". The standards of this Policy are designed to create and maintain a safe environment for our parish and diocesan ministries. The process involves identifying ministry positions which could put children, youth or vulnerable persons at risk and implementing procedures to prevent their harm.

The goal at all times is the protection and safety of our people, our volunteers, our staff and our Church. Thus it is a permanent policy of the Diocese of Prince George to screen all parish ministry positions. The Diocese will always act in accordance with the laws of Canada and of the Province of British Columbia. This Policy reflects existing federal and provincial laws and current canonical norms and it applies to all clergy, religious, employees and volunteers of the Diocese.

It is designed to complement the Diocese of Prince George's existing policies: "Guidelines in Cases of Alleged Sexual Abuse by a Representative of the Diocese" and "Catholic Independent Schools of Prince George Policy Manual".

Divided into five parts, the Policy outlines a series of administrative and pastoral steps that will create a safer environment for all members of our faith community.

Part One:　　Mandatory screening procedures for all who minister in the Diocese
- Clergy and Religious
- Employees
- Volunteers
  - General Risk level
  - High Risk level

Part Two:　　Procedural guidelines for creating a safe parish and community for children, adolescents and vulnerable adults

Part Three:　Use of Social Media

Part Four:　　Roles, responsibilities and requirements to ensure the successful implementation of this policy

Part Five:　　Master copies of forms referred to in this policy:
- Volunteer Application
- Safe Parish & Community Pledge
- Ministry letters of reference
- Ministerial risk assessment for parishes
- Screening requirements reporting form

Part 1:   Mandatory screening procedures for all who minister in the Diocese

Clergy and Religious

Candidates preparing for ordination to the ministerial priesthood or permanent diaconate are required to undergo a rigorous screening program which includes:

- Personal reference checks
- Personal interviews
- Completion of a comprehensive psychological assessment including an integrated report by a registered psychologist
- Recommendation by a seminary formation team, including observations regarding the candidate's suitability for ministry
- Recommendation by a priest overseeing the candidate's pastoral year(s), including observations regarding the candidate's suitability for ministry

Priests from another diocese or priests who are members of religious orders who wish to minister in the Diocese of Prince George must obtain the permission of his bishop or religious superior who will submit a letter providing full disclosure attesting to the priest's good character and history.

Religious Brothers or Sisters applying to minister in the Diocese of Prince George must obtain the permission of his or her Superior who will submit a letter providing full disclosure attesting to the good character and history of the religious.

All clergy and religious, in addition to their appointment requirements, must satisfy the following requirements to be approved for parish or diocesan ministry:

- Complete a Criminal Record Check and it indicates children, youth, vulnerable adults and finances are not at risk
- Attend a mandatory orientation session: "Developing a Safe Parish & Community"
- Sign and submit the "Safe Parish & Community Pledge"

Employees

In addition to their particular employment requirements, employees must satisfy the following requirements to be approved for parish or diocesan employment:

- Complete a Criminal Record Check and it indicates children, youth, vulnerable adults and finances are not at risk
- Attend a mandatory orientation session: "Developing a Safe Parish & Community"
- Sign and submit the "Safe Parish & Community Pledge"

Volunteers

In order to undertake ministry in a parish or the diocese, volunteers must satisfy particular requirements depending upon volunteer frequency and the risk level of their position. The volunteer must satisfy the requirements for the ministry with the highest risk.

Those who volunteer regularly must satisfy the requirements of the risk level pertaining to their ministry or service. Those who volunteer for an annual one or two-day event prior to the event must read and sign the "Safe Parish & Community Pledge" and, if the ministry/service is categorized high risk, undergo a Criminal Record Check and it indicates children, youth, vulnerable adults and finances are not at risk. There are no requirements for those who offer "on the spot" help while at an event, but they are not to take a supervisory role.

Procedure for volunteers undertaking a ministry or service designated <u>General Risk</u>:

- The volunteer completes a Volunteer Application form and provides two references from parish members
  - The pastor and/or parish staff may serve as references for a long-time parishioner of good reputation who has volunteered previously in the parish
- Named references complete and submit a Ministry Letter of Reference form to the pastor
- If there are any concerns expressed on the reference form, the pastor or his delegate follow up
- The volunteer reads and signs the "Safe Parish & Community Pledge"
- The pastor is responsible to decide if an existing general-risk level volunteer requires documented references
- The pastor approves the volunteer for ministry and notifies the volunteer
- Completed "Volunteer Application" and "Ministry Letter of Reference" for volunteers are kept in a secure file in the parish office
- Completed "Safe Parish & Community Pledge" forms are sent to the Diocesan Office where they are kept in a secure file

Procedure for volunteers undertaking a ministry or service designated <u>High Risk</u>:

- **The volunteer completes the requirements of the General Risk volunteer, as noted above, and in addition, is required to**
- Complete a Criminal Record Check and it indicates children, youth, vulnerable adults and finances are not at risk
- Attend a mandatory orientation session: "Developing a Safe Parish & Community"
- Completed Criminal Record Checks are sent to the Diocesan Office where they are kept in a secure file

Criteria for determining risk level

Ministries are assigned a risk level of either General Risk or High Risk based on four criteria as outlined in the following chart.

If any ONE of the criteria applies, the position is considered High Risk; if none apply, it is considered of General Risk.

Participant	• a child under 19 years of age • a physically/mentally/emotionally vulnerable person • a non-able-bodied senior
Setting	• an isolated place (private home, cabin, tent, etc.) • a room without windows • an automobile • a private one-on-one setting
Activity	• visits in a home, hospital or nursing home • overnight events • activity that is of high physical or emotional intensity (for example: coaching or counselling) • direct handling of money • access to church buildings, offices, computers, files or property (includes those entrusted with a key to parish buildings) • access to confidential information
Supervision	• little or no direct supervision • no documentation of meetings or events

Note: Young people **under the age of 16** are never given tasks that would categorize their ministry or service as High Risk. As volunteers or employees they are **ALWAYS** under supervision and therefore categorized as **General Risk**.

Diocesan Categorization of Risk Level

Based on these four criteria, the most common ministries in the Diocese of Prince George are categorized as indicated below.

The pastor knows the actual conditions in his parish that would require a ministry to be either upgraded or downgraded in its risk assessment. He is to review the ministries offered in his parish annually and (using the four risk criteria of: participant, activity, setting and supervision) categorize each ministry as either General or High Risk.

Each parish is to use the form "Ministerial Risk Assessment for Parishes" as a guide to complete the "Screening Requirements Report"; the report is to be submitted annually to the Diocese. The Diocese can be contacted for advice in completing these forms.

1.   Adoration Coordinator – General Risk
2.   Altar Server – Adult   – General or High Risk*
3.   Altar Server – Child/Youth – General Risk
4.   Altar Server Coordinator – High Risk
5.   Bereavement Team Coordinator – High Risk
6.   Bereavement Team Member – High Risk
7.   Bible Study Coordinator – General Risk
8.   Bible Study Coordinator – Youth – High Risk
9.   Building Maintenance Committee – General Risk
10.   Catechism/Children's Religious Education Coordinator – High Risk
11.   Catechism/Children's Religious Education Teacher – High Risk
12.   Catechism/Children's Religious Education Assistant – High Risk
13.   Catechist of Rite of Christian Initiation of Children (RCIC) – High Risk
14.   Children's Liturgy of the Word Coordinator – High Risk
15.   Children's Liturgy of the Word Volunteer Helper – High Risk
16.   Children's Liturgy of the Word Volunteer Teacher – High Risk
17.   Choir Director – General or High Risk*
18.   Choir Member – Adult – General Risk
19.   Choir Member – Child/Youth – General Risk
20.   Collection Counter – High Risk
21.   Collection Counter Coordinator – High Risk
22.   Custodian/Maintenance Person – High Risk
23.   CWL President – High Risk
24.   CWL Treasurer – High Risk
25.   CWL Christian Family Life Standing Committee Chairperson – High Risk
26.   Extraordinary Minister of Communion – General Risk
27.   Extraordinary Minister of Communion Coordinator – High Risk
28.   Extraordinary Minister of Communion to Homes/Institutions – High Risk
29.   K of C Grand Knight – High Risk
30.   K of C Treasurer – High Risk
31.   K of C District Deputy – High Risk
32.   Lay Pastoral Visitor – High Risk
33.   Lay Pastoral Visitors' Coordinator – High Risk
34.   Lector – General Risk

35.   Lectors' Coordinator – General Risk
36.   Liturgical Environment Planner – General or High Risk**
37.   Liturgical Hospitality Coordinator – General Risk
38.   Liturgical Hospitality: Greeters and Ushers – General Risk
39.   Outreach Program Coordinator – High Risk
40.   Outreach Program: Cook – General or High Risk*
41.   Outreach Program: Visitor – High Risk
42.   Outreach Program: Meal Delivery – High Risk
43.   Outreach Program: Server – General Risk
44.   Parish Finance Council Chairperson – General Risk or High Risk**
45.   Parish Finance Council Member – General Risk or High Risk**
46.   Parish Pastoral Council Chairperson – General Risk or High Risk**
47.   Parish Pastoral Council Member – General Risk
48.   Parish Social Ministries Coordinator – General Risk or High Risk**
49.   Parish Social Ministries Committee member – General Risk
50.   Parish Volunteer Screening Committee Member – High Risk
51.   Parish Volunteer Screening Coordinator – High Risk
52.   Prayer Group Coordinator – High Risk
53.   RCIA Catechumenal Catechist – General Risk
54.   RCIA Catechumenal Director – General Risk
55.   RCIA Sponsor – General Risk
56.   Religious Articles Purchaser – General Risk or High Risk**
57.   Religious Articles Vendor – High Risk
58.   Sacramental Preparation
        (Baptism, First Communion, Confirmation, Marriage) Coordinator – General or High Risk*
59.   Sacramental Preparation
        (Baptism, First Communion, Confirmation, Marriage) Team Member – General or High Risk*
60.   Sacramental Preparation
        (Baptism, First Communion, Confirmation, Marriage) Catechist – General or High Risk*
61.   Sport's League Coach – High Risk
62.   Volunteer Driver – High Risk
63.   Wedding Coordinator – General Risk
64.   Youth Ministries Coordinator/Director – High Risk
65.   Youth Ministries Assistant – High Risk
66.   Youth Ministries Team Member – High Risk

* When children unaccompanied by a parent and/or guardian, or a vulnerable adult are involved, this ministry position is High Risk.
** When the person has a key to church buildings, access to confidential information or handles money/cheques/credit card or banking information, this ministry position is High Risk

Part 2:   Procedural guidelines for creating a safe parish & community for children, adolescents and vulnerable adults

All religious instruction of children and youth is to be done in a public, group format with at least two adults present at all times. One-on-one instruction in a private place as well as in-home religious instruction is to be avoided.

One-on-one counselling, interviews and discussions are to be conducted in a space that is visible to others. All rooms used for these purposes should have clear glass windows or doors or the door should be left open when the room is in use.

The celebration of the Sacrament of Reconciliation with children is to be done in a space that is visible to others (clear glass windows and doors or open doors) or in a traditional confessional.

Overnight trips, camps, parish picnics and socials:
- To be carefully planned so as to ensure privacy, modesty and safety
- Ministers and volunteers are never to be alone with children and youth during an overnight trip but are always to work as teams of at least two adults (19 years and over)
- Parents are to be closely involved with the preparations, planning and execution of all overnight trips and camps
- A sufficient quorum of employees, volunteers and/or parents should be present to ensure child safety
- Segregated change and sleeping areas are to be provided for males and females.

Ministers, employees and volunteers:

- Are not to be alone with a child, youth or vulnerable adult in a rectory, automobile or private living quarters
- Do not seek out opportunities to spend off-site time with children to whom they minister
- Will set and keep appropriate boundaries with those to whom they minister - hugs and kisses and physical "rough-housing" should be appropriate and occur in public - the adult is responsible for exercising due discretion
- Do not routinely help children with toileting without explicit (written) permission from parents/guardians
- Ensure that toileting assistance for children, when necessary, is undertaken by two adults
- Do not take any money or property in return for ministry apart from contractual salaries or approved stipends
- Shall use appropriate language and show no bias based on gender, ethnic background, skin color, intelligence, age, religion, sexual orientation or social-economic status
- Shall respect others

Part 3: Use of Social Media

"The issues are not principally technological…It is important to know how to dialogue and, with discernment, to use modern technologies and social networks in such a way as to reveal a presence that listens, converses and encourages." ~ Pope Francis

Definition of Social Media:

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content of the website. Social media includes but is not restricted to Facebook, MySpace, Nigh, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, podcasts, forums, content communities, email and messaging.

Introduction

The policy regarding social media is based on the Catholic Independent Schools of the Diocese of Prince George (CISPG), Policy 414 in the Education Policy Manual. Employees of CISPG are required to adhere to this policy which is specific to Catholic Schools.

The Diocese of Prince George recognizes the importance of providing priests, religious, employees and volunteers with a clear understanding of the impact of using social media and its appropriate use. In an 'online world', the lines between public and private, personal and professional can become blurred. Even when employees and volunteers are social networking on their own time, they may be identified as working for and sometimes representing the Diocese in their online communications.

We recognize the use of social media and networking as one means of communicating in the online world. However, we also recognize that the inadvertent misuse of social media by priests, religious, employees and volunteers has the potential to put the reputation of the Diocese volunteers its people at risk. The following policy has been established to ensure best practices and to mitigate that exposure to risk.

Code of Conduct for Employees and Volunteers

General Procedures:

1. Use good judgment. Think about the type of image or information you want to convey. You are responsible for your online communications.
2. As role models and a representative of the Diocese and/or your parish, you must ensure that your use of social networking, even on your personal time,
   - does not reflect negatively on your reputation or that of the Diocese
   - is not contrary to the teachings of our Church
3. Use only appropriate sites and tools when communicating on Church related matters; all communication should be courteous and respectful.
4. Respect the law when communicating online. Protect the confidentiality of information regarding parishioners and their families. Ensure compliance with copyright requirements. Do not make comments online which are defamatory of others.

Specific Procedures

1. Avoid impulsive, inappropriate or heated postings. Remember that what you post may be viewed and archived permanently online.
2. Monitor all content you or others post to your personal social media accounts to ensure that it is consistent with your role in the Church and professional standards. Remove any material which is inappropriate or contrary to this policy.
3. Online activities must not interfere with the performance of your job or your effectiveness as an employee of the Diocese.
4. Online communications should reflect the principles of honesty, respect, responsibility and consideration of others.
5. Do not disclose any confidential or personal information about parishioners or their families in online communications. Do not post photographs or videos of children without the written permission of the parent/guardian.
6. Social networking sites and online postings are not necessarily private. Never criticize parishioners, fellow employees and volunteers or the Diocese on online sites.
7. Do not request or accept any current or former minor parishioners (person under the age of 19 years) as 'friends' on social networking sites.
   a. In the case of ministries which rely on social media for communication and promotion of activities (e.g. youth ministry), create accounts separate from your personal account for these purposes.
8. Do not exchange personal phone numbers, email addresses or photographs with students or minor parishioners except if they are your own relatives.
   a. In the case of ministries which rely on social media for communication and promotion of activities (e.g. youth ministry), create accounts separate from your personal account for these purposes.
9. Ask friends not to tag you in any photos or videos without your permission and remove anything that is not appropriate to your role in the Diocese.

Part 4: Roles, responsibilities and requirements to ensure the successful implementation of this policy

The Diocese is responsible for:

- Overseeing compliance with the Safe Parish & Community Policy
- Developing and distributing orientation session materials to parishes, institutions and organizations in the Diocese
- Safe and confidential storage of Criminal Record Checks and Safe Parish & Community Pledges
- Reviewing the Screening Requirements Reports and notifying parishes if changes are needed
- Notifying parishes and organizations when Criminal Record Checks and Pledges for people under their jurisdiction are due for renewal

Parishes are required to:

- Ensure all priests, religious, employees and volunteers serving in a High Risk category under their jurisdiction attend an orientation session, read and sign a Safe Parish & Community Pledge and complete a Criminal Record Check and it indicates children, youth, vulnerable adults and finances are not at risk
- Ensure all volunteers serving in a General Risk category under their jurisdiction are screened and approved for ministry and that they read and sign a Safe Parish & Community Pledge
- Undertake a Ministerial Risk Assessment in their parish and submit a Screening Requirements Report to the Diocese at the beginning of each calendar year (by January 15th)
- Send signed Safe Parish & Community Pledges and completed Criminal Record Checks to the the Diocese
- Provide safe and confidential storage for Volunteer Applications, Ministry Reference Applications and all documentation pertaining to the Safe Parish & Community Policy

Pastors are responsible for ensuring the Safe Parish & Community Policy is followed in their parish. They may appoint a delegate to undertake this task.

The Board of Directors of camps and other autonomous institutions/organizations of the Diocese are responsible for ensuring the Policy is followed within their jurisdiction. They may appoint a delegate to undertake this task. What applies to parishes also applies to these units.

Approval to minister

When a clergy or religious, employee or volunteer has satisfied the screening requirements and is approved to serve in a parish or the Diocese, that approval is normally renewed automatically each year for a maximum of five years. After five years, a new screening process should be undertaken.

Approval to minister in a parish or the Diocese is transferrable to another location within the diocese. If a volunteer or employee moves to another parish, references and documentation from the previous parish must be sent to the new parish. In those parishes that are served simultaneously by the same pastor, a pastor may employ a single team of volunteers to serve, for example, as youth group leaders. In these cases volunteers would not have to be separately screened for each parish; a single screening in one parish would be sufficient.

Confidential storage of reference forms

All copies of Criminal Record Check and Safe Parish Community Pledge forms are sent to the Diocesan Office where they are kept in a secure file. They may not be copied, circulated or otherwise distributed to outside organizations or institutions. Ministry letters of reference and notes based on follow-up references are likewise treated as confidential and are kept in a locked file in the parish office.

Responsibility chart summarizing roles and timelines

Task	Person responsible	Timeline
• Screen candidates for priesthood and permanent diaconate and screen priests and religious from other dioceses or from religious orders who wish to serve in the Diocese of Prince George	Bishop or his delegate	Candidates will be screened early in their formation and clergy and religious from outside the diocese will be screened prior to beginning ministry
• Undertake a review of risk levels of parish ministries using the "Parish Ministerial Risk Assessment" form	Pastor	October 1 of each year
• Ensure employees and volunteers have completed the screening process prior to beginning ministry	Pastor	December 1 of each year
• Provide oversight and supervision to ensure the guidelines for creating a safe parish & community are followed	Pastor	Ongoing
• Complete and submit the form "Screening Requirements Report" to the Diocese	Pastor	January 15 of each year
• Review "Screening Requirements Report" of each parish; accept or return to the parish for improvement	Bishop or his delegate	March 1 of each year

Note:

For priest, religious and lay employees of the Diocese of Prince George (including its parishes, schools, camps and institutions): contravention of the Developing a Safe Parish & Community Policy may result in discipline, up to and including dismissal.

For volunteers in the Diocese of Prince George (including its parishes, schools, camps and institutions): contravention of the Developing a Safe Parish & Community Policy may result in removal from all ministries and services.

Part 5:   **Master copies of forms**

The following forms are also available on the diocesan website www.pgdiocese.bc.ca:

1   Volunteer Application (pages 14 & 15)

2   Safe Parish & Community Pledge (page 16)

3   Ministry Letter of Reference – print on parish letterhead and send a self-addressed posted envelope (pages 17, 18 & 19)

4   Ministerial Risk Assessment for Parishes (pages 20 & 21)

5   Screening Requirements Report (pages 22 & 23)

Parish Name:	

Form 1: Volunteer Application

Contact Information

Name	
Street Address	
City, Postal Code	
Telephone	Home: Other:
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

- Weekday: ___ mornings   ___ afternoons   ___ evenings
- Weekend: ___ mornings   ___ afternoons   ___ evenings

Interests

Tell us in which areas you are interested in volunteering

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Person to Notify in Case of Emergency

Name	
Street Address	
City, Postal Code	
Telephone	Home: Other:
E-Mail Address	

Form 1: Volunteer Application

Two Parish Member References

Name	
Street Address	
City, Postal Code	
Telephone	Home: Other:
E-Mail Address	

Name	
Street Address	
City, Postal Code	
Telephone	Home: Other:
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, there are requirements that I must meet for the diocesan policy for "Developing a Safe Parish Community" before I will be able to volunteer. If required, I will complete a Criminal Record Check form provided by the parish and I will take it to the local RCMP detachment for completion. I understand that any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Parish Office Use

Parish Ministry – Approval Requirements
(choose General or Higher Risk)

	Date Completed	
	General Risk	**Higher Risk**
1. Safe Parish Community Pledge – read and signed	_____	_____
2. Reference letters – received		
1. _____	_____	_____
2. _____	_____	_____
3. Criminal Record Check –		
- given to volunteer	N/A	_____
- returned by government agency		
4. Developing a Safe Parish Community orientation session – attended	N/A	_____
5. Approved by Pastor	_____	_____

Form 2: Safe Parish & Community Pledge

Name: _____**Place of Ministry:** _____
(Please print)

I understand the importance of my role in ensuring a safe environment for those for whom I minister. Having read and understood all the directives below, I pledge to observe them and to do all that I can to encourage others to do the same. If I become aware that any of these directives are being violated, I will notify my pastor or the Diocese of Prince George.

o   All religious instruction of children and youth is to be done in a public, group format with at least two adults present at all times. One-on-one instruction in a private place as well as in-home religious instruction is to be avoided.

o   One-on-one counselling, interviews and discussions are to be conducted in a space that is visible to others. All rooms used for these purposes should have clear glass windows or doors or the door should be left open when the room is in use.

o   The celebration of Reconciliation with children is to be done in a space that is visible to others (clear glass windows and doors or open doors) or in a traditional confessional.

o   Overnight trips, camps, parish picnics and socials, are to be carefully planned so as to ensure privacy, modesty and safety. Ministers and volunteers are never to be alone with children and adolescents during an overnight trip but are always to work as teams of at least two. Parents are to be closely involved with the preparations, planning and execution of all overnight trips and camps. A sufficient quorum of employees, volunteers and/or parents should be present to ensure child safety.

o   Segregated change areas are to be provided for males and females.

o   Ministers and volunteers
   • Should not be alone with a child, adolescent or vulnerable adult in a rectory, automobile or in private living quarters.
   • Should not seek out opportunities to spend off-site time with children to whom they minister.
   • Will set and keep appropriate boundaries with those to whom they minister. Hugs and kisses and physical "rough-housing" should be appropriate and should occur in public. The adult is the responsible party in ensuring due discretion.
   • Should not routinely help children with toileting without explicit (written) permission from parents/guardians. Toileting assistance for children should normally be undertaken by two adults.
   • Should not take any money or property in return for their ministry apart from contractual salaries or approved stipends.
   • Shall use appropriate language and show no bias based on gender, ethnic background, skin color, intelligence, age, religion, sexual orientation or social-economic status.
   • Shall respect others

Date*:* _____ Signature*:* _____

Form 3: Ministry Letter of Reference

On parish letterhead
Today's date

Reference's name and address

Re: Developing a safe parish community reference letter

The Diocese of Prince George and its parishes are asking their volunteers to provide references. This is done to assure the safety of children, the elderly, vulnerable adults and the volunteers themselves. The information on this form stays in a confidential file and is not shared with any outside organizations or institutions.

_____ (name) is interested in volunteering at this parish and has chosen you as a reference. The current, accurate information about this person that you provide will be an important tool in our decision-making process.

Please complete the enclosed form and return it in the enclosed envelope. Your participation in this process is appreciated.

Sincerely

Priest's name

Enclosures

Developing a Safe Parish Community
Reference Letter

Please provide a reference for: _____

Your Contact Information

Name	
Street Address	
City, Postal Code	
Telephone	Home: Other:
E-Mail Address	

1.   What is your relationship to the person named above? How long have you known this person?

2.   How would you describe this person's ability to work alone? Or with others?

3.   How would you describe this person's character, personality and temperament?

4.   What would you describe as this person's strengths?

5.   If you could suggest some areas of improvement what would they be?

Developing a Safe Parish Community
Reference Letter cont'd

6. On a scale of 1 to 4 indicate by circling the appropriate number, how well does this person exhibit the following traits?

Trait	Very little			Very much
Dependable	1	2	3	4
Trustworthy	1	2	3	4
Honest	1	2	3	4
Considerate	1	2	3	4
Emotionally Stable	1	2	3	4
Tolerant	1	2	3	4
Respectful	1	2	3	4

7. Would you recommend this person as a church volunteer? Please explain.

Signature

Signature	
Date	

Please return this reference form in the addressed envelope provided. Please seal the envelope.
You may be contacted at a later date by a parish representative if clarification is required.

Form 4: Ministerial Risk Assessment for Parishes

Parish Name: _____ Date: _____

Pastor: _____

Categorize all of the ministries undertaken by staff and/or volunteers in your parish as either General or High Risk according to the criteria outlined on page 5 of Developing a Safe Parish & Community Policy (note the suggested categories on pages 6 and 7 of the document). The most common ministries are listed below. Please add other ministries in your parish that are not listed here. Place check marks in the appropriate blank space, and use this form as a guide to filling out Form 5.

Ministry Title	Active in my parish		Choose one:	
	Yes	No	General risk	High risk
1. Adoration Coordinator				
2. Altar Server – Adult				
3. Altar Server – Child/Youth				
4. Alter Server Coordinator				
5. Bereavement Team Coordinator				
6. Bereavement Team Member				
7. Bible Study Coordinator – Adult				
8. Bible Study Coordinator – Youth				
9. Building Maintenance Committee				
10. Catechism/Children's Religious Education Coordinator				
11. Catechism/Children's Religious Education Teacher				
12. Catechism/Children's Religious Education Assistant				
13. Catechist - Rite of Christian Initiation of Children (RCIC)				
14. Children's Liturgy of the Word Coordinator				
15. Children's Liturgy of the Word Volunteer Helper				
16. Children's Liturgy of the Word Volunteer Teacher				
17. Choir Director				
18. Choir Member - Adult				
19. Choir Member – Youth/Child				
20. Collection Counter				
21. Collection Counter Coordinator				
22. Custodian/Maintenance Person				
23. CWL President				
24. CWL Treasurer				
25. CWL Christian Family Life Standing Committee Chairperson				
26. Extraordinary Minister of Communion				
27. Extraordinary Minister of Communion Coordinator				
28. Extraordinary Minister of Communion to Homes/Institutions				
29. Knights of Columbus – Grand Knight				
30. Knights of Columbus – Treasurer				
31. Knights of Columbus – District Deputy				

Ministerial Risk Assessment for Parishes cont'd

Ministry Title	Active in my parish		Choose one:	
	Yes	No	General risk	High risk
32. Lector				
33. Lectors' Coordinator				
34. Liturgical Environment Planner				
35. Liturgical Hospitality Coordinator				
36. Liturgical Hospitality: Greeters and Ushers				
37. Outreach Program: Coordinator				
38. Outreach Program: Cook				
39. Outreach Program: Visitor				
40. Outreach Program: Meal Delivery				
41. Outreach Program: Server				
42. Parish Finance Council Chairperson				
43. Parish Finance Council Member				
44. Parish Pastoral Council Chairperson				
45. Parish Pastoral Council Member				
46. Parish Social Ministries Committee member				
47. Parish Volunteer Screening Committee Member				
48. Parish Volunteer Screening Coordinator				
49. Prayer Group Coordinator				
50. RCIA Catechumenal Catechist				
51. RCIA Catechumenal Director				
52. RCIA Sponsor				
53. Religious Articles Purchaser				
54. Religious Articles Vendor				
55. Sacramental Preparation (Baptism, Confirmation, 1st Communion, Marriage) Coordinator				
56. Sacramental Preparation (Baptism, Confirmation, 1st Communion, Marriage) Team member				
57. Sport's League Coach				
58. Volunteer Driver				
59. Wedding Coordinator				
60. Youth Ministries Coordinator/Director				
61. Youth Ministries Assistant				
62. Youth Ministries Team Member				
63.				
64.				
65.				
66.				
67.				
68.				
69.				
70.				

Form 5: Screening Requirements Report

Parish name: _____ Date: _____

Pastor's name: _____ Signature: _____

Complete, sign and return to the Vice Chancellor, Diocese of Prince George Pastoral Centre by January 15th each year. Make additional copies of pages as required. Place check marks in the appropriate blank spaces indicating completion of each requirement. If a screening requirement is outstanding, attach an explanatory note to the form outlining the reason for the delay and an approximate date when the required task(s) is/are expected to be completed. [Form is available for download in a Word format on the Diocesan website - www.pgdiocese.bc.ca - under the Safe Parish & Community Policy]

Ministry	Name of person (please list in alphabetical order by last name)	Risk Level Indicate High or General	Check if completed:				Date approved by pastor (mm-dd-yy)
			Two (2) Reference Letters on file or existing volunteer approved by pastor	Attended Safe Parish & Community Session	Pledge read & signed	Criminal Record Check complete	

Form 5: Screening Requirements Report cont.

Parish name: _____   Date: _____

| Ministry | Name of person (please list in alphabetical order by last name) | Risk Level Indicate High or General | Check if completed: | | | | Date approved by pastor (mm-dd-yy) |
			Two (2) Reference Letters on file or existing volunteer approved by pastor	Attended Safe Parish & Community Session	Pledge read & signed	Criminal Record Check complete	