

General Risk Ministries

Policy Statement

All parish and eparchial volunteers in general risk ministries are required to be appropriately screened for their ministry.

Intent of Policy

- To ensure ministries, programs and activities are managed in a safe and professional way.
- To ensure current and new general ministry volunteers meet set standards and are suitable to work in their area of ministry.

Procedure

Volunteer/Employee Information Forms

1. All volunteers and employees must complete a **Volunteer/Employee Information Form**.
2. Volunteer/Employee Information Forms are to be kept in the individual's human resources (HR) file.
3. The front page of Volunteer/Employee Information Forms, with the emergency contact information, may be copied and stored in an area that is not public yet is easily accessible in the event of an emergency (for example, in a binder labelled "Emergency Contacts" in the parish office, hall office or sacristy).

Interviews

4. General risk ministry volunteers are to be interviewed by the pastor and/or parish or eparchial ministry leader about their background, skills, interests and availability to determine their suitability for ministry.
5. All interview notes are to be securely kept with the candidate's other HR documents.

General Risk to High Risk Ministry or Employment

6. A volunteer who moves from a general risk ministry to a high risk ministry or employment within the parish or Eparchy must follow the procedures outlined in **High Risk Ministry**.

Covenant of Care

7. All volunteers and employees must read and sign a **Covenant of Care**, thereby committing to follow all eparchial safe environment policies, including the Eparchy of Edmonton's **Code of Conduct**.

Safe Environment Training

8. It is strongly encouraged that all general risk ministry volunteers complete the Eparchy of Edmonton's **Safe Environment Training**, though it is not required.
9. A record of those who have completed their training is held at the Pastoral Centre.
10. Those who complete the Safe Environment Training will receive a certificate of completion.
11. A copy Safe Environment Training Certificate is to be included in the individual's HR file.

Record Keeping

12. All HR information and documentation pertaining to each employee or volunteer is private.
13. All HR documentation must be filed according to each individual employee or volunteer and must be kept in a locked cabinet at the parish or eparchial office.
14. Only the pastor and the parish or eparchial volunteer coordinator are to have access to the HR files.