



Responsible Ministry: Screening in Faith - Implementing the Screening Standards

- All screening standards must be applied equitably and consistently. Do not lower the standards and do not skip steps.
- It is the nature of the position not the nature of the person holding the position which determines the standard.
- Begin by listing all ministry positions ([Appendix A - Sample List of Ministry Positions](#)) and assessing the positions for risk ([Appendix D - Risk Assessment Checklist](#)).

Screening Standard	Low Risk (recommended)	Medium Risk (required)	High Risk (required)
1. Fill out an Application Form. Appendix F - Application Form	●	●	●
2. Receive a Ministry Description of the position. Appendix B - Ministry Position Template Sample Ministry Descriptions (85)	●	●	●
3. Be trained for the ministry.	●	●	●
4. Meet regularly with a supervisor who provides support, feedback, mentoring and information.	●	●	●
5. Be known to the organization or a regular church attender for at least 12 months or have a good reference from another parish before they are assigned to the ministry. Appendix J - Reference Check Questions		●	●
6. Be interviewed by the senior person responsible for the ministry to discern suitability. Appendix G - Interview Questions		●	●
7. Attend a Sexual Misconduct Policy training session at the beginning of the ministry and every three years thereafter. Training Resources , Appendix H - Training Attendance Form		●	●
8. Receive a copy of the related Ministry Guidelines. Appendix I - Ministry Guidelines		●	●
9. Sign a release on the Application Form allowing for reference checks. Appendix F - Application Form Appendix J - Reference Check Questions			●
10. Document all one-on-one visits or meetings that occur with children or vulnerable adults. Appendix K - One on One Record Form All off-site activities involving children under the age of 16 shall require a parental consent form. Appendix L - Parental Consent Form			●
11. Complete a current police record check through the approved background checking service at the beginning of the ministry and every three (3) years thereafter. Appendix M - Police Records Check			●

After all screening standards have been completed, determine whether the individual is appropriate or not for the ministry and inform them. ([Appendix N - Acceptance Letter](#), [Appendix O - Refusal Letter](#))

For the parish records, fill out [Appendix E - Screening Checklist](#). For high-risk ministry positions, a copy of the checklist should also be sent to the Diocese as back-up documentation. To assist you with tracking the completion of the standards and renewals, the Diocese has developed the [Screening Steps Worksheet](#).