

REQUIREMENTS GRID FOR SCREENING POLICY FILE**ORDINARY Risk****All positions active during church celebrations or public parish activities**

File requirements : ✓ Form A
 ✓ Form B

- Reader
 - Collections Officer
 - Member of the Pastoral Council
 - Volunteer who does not handle moneys while participating in parish activities (Bingo, Bazaar, Cantine, Picnic, Benefit Supper, Meal preparation for after funerals, etc.)
 - Eucharistic Minister
 - Altar Server
 - Sacristain (**who is not a parish key holder**)
 - Member of the Liturgy Committee
 - Member of the Management Council
 - Choir Director
 - Coordinator – Sacramental Preparation Team
 - Member of the Sacramental Preparation Team
 - Choir Musicians
 - Choir Members
 - Person responsible of Altar Servers
- AND the following positions when there are ONLY ADULTS :**

HIGH Risk – FINANCIAL SECTOR**All positions which require money to be handled**

File requirements : ✓ Form A – with two (2) references
 ✓ Form B
 ✓ Criminal Records Check

- Collections counters
- Signing Officers of parish bank accounts
- People responsible for fundraisers
- People responsible for preparing deposits

HIGH Risk – VULNERABLE SERCTOR**All positions involved with MINORS or VULNERALE INDIVIDUALS**

File requirements ✓ Form A – with two (2) references
 ✓ Form B
 ✓ Criminal Records Check
 ✓ Abus Prevention Training Session

- Catechist
 - Assistant-Catechist
 - Hall Monitor (Catechesis)
 - Catechesis Coordinator
 - Volunteer – Children’s Liturgy
 - Coordinator – Children’s Liturgy
 - Volunteer – Youth Ministry
 - Coordinator – Youth Ministry
 - Volunteer Driver
 - Security Volunteer
 - Volunteer Elevator Operator
 - Parish Key Holder
 - Volunteer – RCIA
 - Volunteer – Welcome/Outreach Committee
 - Coordinator – Welcome/Outreach Committee
 - Volunteer – Bereavement Team
 - Coordinator – Bereavement Team
 - Volunteer – Communion to Homes and Institutions
 - Coordinator – Communion to Homes and Institutions
 - Volunteer – Lay Pastoral Visits
 - Coordinator – Lay Pastoral Visits
 - Custodial Volunteer
 - Member of the Parish Policy Committee
 - Parish Policy Coordinator
- AND the following position when they involve MINORS or VULNERABLE INDIVIDUALS**
- Choir Director
 - Coordinator – Sacramental Preparation Team
 - Member of the Sacramental Preparation Team
 - Choir Musicians
 - Choir Members
 - Person responsible of Altar Servers

Please Note : If a position does not appear on the grid, please contact the Parish Policy Coordinator to have it added. Thank You!