

**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
  - Eucharistic Minister
  - Altar Server
  - Sacristain (who is not a parish key holder)
  - Member of the Liturgy Committee
  - Member of the Management Council
- AND the following positions when THERE ARE NO MINORS :**
- Choir Director
  - Choir Members (singer or musician)
  - Coordinator – Altar Servers

**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 Course

- Catechist
- Assistant-Catechist
- Catechesis Hall Monitor
- Catechesis Coordinator
- Volunteer – Children’s Liturgy
- Coordinator – Children’s Liturgy
- Volunteer – RCIA (Youth)
- Volunteer – Youth Ministry
- Coordinator – Youth Ministry
- Volunteer – Youth Choir
- Director – Youth Choir
- Volunteer – Youth Servers Guild
- Coordinator – Youth Servers Guild
- Volunteer – Sacramental Preperation Team
- Volunteer – Welcome or Outreach Committee
- Coordinator – Welcome or Outreach Committee
- Extraordinary Minister of Communion
- Coordinator – Extraordinary Minister of Communion
- Volunteer – Visits to the Sick
- Coordinator – Visits to the Sick
- Volunteer – Bereavement Team
- Coordinator – Bereavement Team
- Parish Key Holder
- Volunteer – Elevator Operator
- Volunteer Driver
- Volunteer – Maintenance or Custodial Duties
- Volunteer – Guard or Area Monitor
- Parish Policy Coordinator
- Volunteer – Parish Policy Committee
- Volunteer Secretary

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