

# Diocese of Algoma

## Screening in Faith Parish Participation Report

Our parishes are sacred spaces in which volunteers can develop their leadership gifts and vulnerable people can be part of a safe and loving family. Appropriate screening of volunteers is an essential part of maintaining that ministry, so that we can ensure the safety of our volunteers and their ministries. This “Parish Participation Report” serves as an *annual record* of the process developed by your parish to screen its volunteer leaders.

Complete the following report and provide a copy to the **parish Vestry, your Territorial Archdeacon, and the Synod Office**. This report is due the last day in February for the year preceding. Thank you for continuing to make the safety of your volunteers and ministries a priority.

---

### I. Contact Information

PARISH: \_\_\_\_\_

INCUMBENT: \_\_\_\_\_

**If a person in the parish is assisting the Incumbent with the Screening in Faith process then please give their:**

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

E-MAIL: \_\_\_\_\_

**YOUR FEEDBACK:** What kind of help, if any, does your parish need to develop its Screening in Faith Process?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## II. Parish Position List:

Please list all the positions in your parish, along with their Level of Risk, and the Screening Requirements set by your parish. This includes wardens, advisory board members, treasurers, lay readers, and all other parish ministry positions. (Incumbents are screened at the Diocesan level.) Photocopy this page if more space is needed.

**NOTE: Parish position and name of individual holding the position are required every year. This is a formal record and is to be included in your vestry report.**

### Useful Resources:

The requirements of a parish screening process are outlined in Canon H-4 of our Diocese. This model is based on the 'Screening in Faith' manual produced by [Volunteer Canada](#), and the [Parish Screening and Program Management Kit](#) for the Diocese of Algoma, available online at [www.dioceseofalgoma.com](http://www.dioceseofalgoma.com)

*Level of Risk (check one box only)*

L = low

M = medium

H = high

*Screening Requirements (check all that apply)*

INT = Interview/application form

REF = Reference check

VSC = Police Vulnerable Sector Check

PRC = Police Records Check

TFU = Training/follow-up

(See examples of possible positions and job descriptions on the Diocesan [website](#))

**An additional "Risk Assessment Chart and Examples" is attached to this form to guide you as you designate positions as low, medium, or high risk.**

Parish Position	Level of Risk			Screening Requirements			
	L	M	H	INT	REF	PRC/VSC	TFU

**Police Vulnerable Sector Checks are required for all High Risk Ministries and must be renewed every three years. They are optional for Mid and Low Risk ministries. It is crucial that you identify the level of risk based on position descriptions and in compliance with the criteria for each level as identified in the Parish Screening and Program Management Kit found on the Diocesan website ([www.dioceseofalgoma.com](http://www.dioceseofalgoma.com) under "resources for ministry")**

**In the declaration below, your parish officials are affirming that:**

**a)Your parish follows the Screening in Faith Program requirements of the Diocese of Algoma and has established a process whereby screening occurs on a regular basis;**

**b)The individuals holding the Parish Positions, as noted above, have been screened appropriately based on the level of risk indicated and in accordance with the position descriptions prepared by your parish;**

**c)Police Vulnerable Sector Checks have been viewed and documented as required; if renewals are needed, processes are in place and will be followed up accordingly;**

**AND**

**d)An annual review of the Screening in Faith policies has taken place with your parish employees and volunteers to ensure their protection and the protection of all vulnerable sectors that are involved with your parish ministries.**

### **III. Declaration**

We declare that the information contained in this report is accurate and complete.

Date \_\_\_\_\_

Incumbent \_\_\_\_\_

Warden \_\_\_\_\_

Warden \_\_\_\_\_

## Risk Assessment Chart and Examples

This chart and the examples could be used as a guide as you designate positions as low, medium and high risk. It is always best to reduce the level of risk as much as possible. The information on this chart can assist you as you modify roles and responsibilities and as you create statements concerning boundaries and limitations.

### Determining Level of Risk

Factor	Low Risk	Medium Risk	High Risk
<b>Level of Vulnerability</b>	<ul style="list-style-type: none"> <li>✓ stable individual</li> </ul>		<ul style="list-style-type: none"> <li>✓ baby/child/teenager/senior</li> <li>✓ person with a disability</li> <li>✓ new comers</li> <li>✓ recently bereaved/divorced</li> <li>✓ homeless</li> <li>✓ transitioning individual</li> </ul>
<b>Location and visibility</b>	<ul style="list-style-type: none"> <li>✓ meeting room or hall</li> </ul>	<ul style="list-style-type: none"> <li>✓ room with open door or door with a window</li> <li>✓ office and other small areas visible to others</li> <li>✓ worship space</li> <li>✓ off-site public space</li> </ul>	<ul style="list-style-type: none"> <li>✓ private home</li> <li>✓ room with doors closed and no windows</li> <li>✓ off-site private or home meeting with children, youth or shut-in</li> <li>✓ car</li> <li>✓ enclosed private spaces</li> </ul>
<b>Type of activity</b>	<ul style="list-style-type: none"> <li>✓ bible study in church</li> <li>✓ fellowship event in church</li> <li>✓ craft group in church</li> </ul>	<ul style="list-style-type: none"> <li>✓ youth group meeting</li> <li>✓ children's class with two teachers or with supervisor present</li> <li>✓ hospital visiting with open door</li> <li>✓ nursing home visiting with open door</li> <li>✓ breakfast program</li> <li>✓ drum circle</li> </ul>	<ul style="list-style-type: none"> <li>✓ youth group sleep-over</li> <li>✓ counselling session</li> <li>✓ one-to-one home visits</li> <li>✓ one-to-one music or liturgical instruction</li> </ul>
<b>Supervision and Monitoring</b>	<ul style="list-style-type: none"> <li>✓ supervisor always present</li> <li>✓ always in large groups</li> <li>✓ meetings/activities are documented regularly</li> </ul>	<ul style="list-style-type: none"> <li>✓ occasional supervision</li> <li>✓ some documentation of activities or meetings</li> </ul>	<ul style="list-style-type: none"> <li>✓ little to no supervision</li> <li>✓ no documentation of meeting or event</li> </ul>
<b>Nature of relationship</b>	<ul style="list-style-type: none"> <li>✓ occasional interaction</li> <li>✓ mutual understanding of roles, responsibilities and boundaries</li> </ul>	<ul style="list-style-type: none"> <li>✓ personal investment</li> <li>✓ personal relationship</li> <li>✓ extends over time</li> </ul>	<ul style="list-style-type: none"> <li>✓ one-to-one relationship</li> <li>✓ high level of intimacy and influence</li> <li>✓ imbalance of power - understanding of roles, responsibilities and boundaries are not clear</li> </ul>

<b>Factor</b>	<b>Low Risk</b>	<b>Medium Risk</b>	<b>High Risk</b>
<b>Degree of authority associated with the position</b>	<ul style="list-style-type: none"> <li>✓ low level of authority</li> <li>✓ ACW member</li> <li>✓ Kitchen volunteer</li> </ul>	<ul style="list-style-type: none"> <li>✓ mutual ministry to others in a public space</li> </ul>	<ul style="list-style-type: none"> <li>✓ high authority with distinct large power differential, e.g., priest, youth worker, organist, warden, treasurer</li> </ul>
<b>Physical Safety</b>	<ul style="list-style-type: none"> <li>✓ well maintained equipment</li> <li>✓ safe guards in place</li> </ul>	<ul style="list-style-type: none"> <li>✓ an awareness of individual's needs and limitations</li> </ul>	<ul style="list-style-type: none"> <li>✓ not aware of individual's needs and limitations</li> <li>✓ untrained</li> <li>✓ equipment not maintained</li> <li>✓ safe guards not in place</li> <li>✓ extraordinary variation of daily activity</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>✓ no financial involvement</li> </ul>	<ul style="list-style-type: none"> <li>✓ infrequent financial involvement with small amounts of money and shared responsibility</li> </ul>	<ul style="list-style-type: none"> <li>✓ frequent financial involvement or with large amounts of money and/or functioning alone</li> </ul>
<b>Confidential and sensitive information</b>	<ul style="list-style-type: none"> <li>✓ no access to confidential or sensitive information</li> </ul>	<ul style="list-style-type: none"> <li>✓ occasional access to confidential or sensitive information</li> <li>✓ appropriately shared and received</li> </ul>	<ul style="list-style-type: none"> <li>✓ regular access to confidential or sensitive information</li> <li>✓ Information not shared with others</li> </ul>
<b>Overall Risk Assessment To Person</b>	<ul style="list-style-type: none"> <li>✓ Low level of risk</li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential damage to reputation</li> <li>✓ Stress</li> </ul>	<ul style="list-style-type: none"> <li>✓ Personal trauma and/or stress</li> <li>✓ Safety</li> <li>✓ Damage to reputation</li> <li>✓ Legal claims</li> </ul>
<b>Overall Risk Assessment To Parish</b>	<ul style="list-style-type: none"> <li>✓ Low level of risk</li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential damage to reputation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Damage to reputation</li> <li>✓ Legal claims</li> <li>✓ Loss of insurability</li> </ul>
<b>Overall Risk Assessment To Diocese</b>	<ul style="list-style-type: none"> <li>✓ Low level of risk</li> </ul>	<ul style="list-style-type: none"> <li>✓ Potential damage to reputation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Damage to reputation</li> <li>✓ Legal claims</li> <li>✓ Loss of insurability</li> </ul>