

RISK ASSESSMENT FOR PARISH MINISTRIES

Adapted from Volunteer Canada, www.volunteer.ca

In order to assess the risk level in each ministry, you will need to create a list of parish ministries and a brief job description for each. Samples of job descriptions are available on the Diocesan website. Please feel free to adapt these descriptions to reflect the needs of your church. If you wish to develop your own job descriptions, the following is a list of elements to consider:

- Title
- Participant group (children, seniors, etc.)
- Goals
- Activities and tasks
- Outline of responsibilities
- Time commitment expected
- Screening requirements and applicable elements of the Risk Management Policy (see the Worksheet on developing a Risk Management Policy)
- Skills, experience and qualifications
- Personal traits and qualities
- Orientation and training available
- Support, supervision and evaluation provided
- Mandatory activities (e.g. training, monthly meetings, travel)
- Working conditions (e.g. non-smoking environment)
- Benefits to the volunteer

ASSESSING THE RISK LEVEL FOR EACH JOB DESCRIPTION

Designate all positions as ‘High Risk’, ‘Mid-Risk’ or ‘Low Risk’.

Please remember that your parishes’ Risk Management Policy can reduce or eliminate some of these risks.

High Risk volunteer positions are positions that meet any of the following criteria:

- The position requires a volunteer to be alone and unsupervised with a client.
- The position requires a volunteer to develop a close, supportive relationship with a client or group of clients.
- The position may require or encourage driving with a client as a passenger.
- The position requires the volunteer to be left unsupervised in a building operated by the organization on a regularly scheduled basis.

