

# Ministry Risk Levels – High Risk

HIGH RISK	REQUIREMENTS
<ul style="list-style-type: none"> <li>• Altar Server Coordinators</li> <li>• Babysitter Coordinator</li> <li>• Babysitter</li> <li>• Bereavement Team Member</li> <li>• Building Custodian/Janitor/Caretaker/Maintenance Person</li> <li>• Catechist for Children/Youth</li> <li>• Cheque Co-Signers</li> <li>• Choir or Music Director/Coordinator: Child &amp; Youth Choir</li> <li>• Choir Member: Combined Adult, Child &amp; Youth Choir</li> <li>• Collection Counter</li> <li>• Driver for the Vulnerable</li> <li>• Family Faith Coordinator</li> <li>• Funeral Coordinator</li> <li>• Gift Card Sellers</li> <li>• Gift Shop Minister/Volunteer</li> <li>• Liturgical Hospitality Coordinator</li> <li>• Liturgy of the Word for Children Coordinator</li> <li>• Liturgy of the Word for Children Facilitator</li> <li>• Palliative Care Team Member</li> <li>• Parish Finance Council Chair</li> <li>• Parish Pastoral Council Chair</li> <li>• Parish/Diocese Key Holders</li> <li>• Pastoral Care Team Member</li> <li>• Prison Ministry</li> <li>• RCIA Coordinator dealing exclusively with minors</li> <li>• RCIA Facilitator or Sponsor dealing exclusively with minors</li> <li>• Sacrament Preparation Coordinator &amp; Team Member</li> <li>• Seminary Interns</li> <li>• St. Vincent de Paul – Home Visits</li> <li>• Volunteer Screening Coordinator</li> <li>• Youth Ministry/Group Coordinator &amp; Team Member</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Information Form</li> <li>• Interview and References checked</li> <li>• Vulnerable Sector Police Information Check (VSPIC); PIC for positions not engaging with minors or vulnerable people</li> <li>• Volunteer Agreement</li> <li>• Confidentiality Agreement</li> <li>• Agreement to the Code of Conduct and Accountability for Volunteers</li> <li>• Agreement to the Working with Minors and Vulnerable Adults Boundaries &amp; Standards (when engaging with minors and/or vulnerable adults)</li> <li>• Praesidium Sexual Abuse Prevention Training</li> <li>• Ministry Training and Orientation</li> <li>• Ongoing Supervision and Evaluation</li> </ul> <p>If participating in an overnight activity – Intervention Record Check from Family and Child Services.</p>

# Ministry Risk Levels – Low Risk

LOW RISK	REQUIREMENTS
<ul style="list-style-type: none"> <li>• Adoration Coordinator</li> <li>• Bible Study Coordinator (unless engaging with minors and/or vulnerable adults)</li> <li>• Choir Member (Adult Only)</li> <li>• Communication Coordinator</li> <li>• Envelope Stuffers</li> <li>• Extraordinary Minister of Communion*</li> <li>• Extraordinary Minister of Communion Coordinator*</li> <li>• Lector</li> <li>• Lector Coordinator</li> <li>• Library</li> <li>• Liturgical Event Coordinator</li> <li>• Liturgical Hospitality Ministers: Greeters, Ushers, &amp; Hospitality Desk</li> <li>• Music Director/Choir Director (Adult Only)</li> <li>• Office Assistant/Data Entry</li> <li>• Parish Finance Council member</li> <li>• Parish Pastoral Council member</li> <li>• Other committee members (building fund, maintenance, PDAC, etc)</li> <li>• RCIA Coordinator dealing exclusively with adults</li> <li>• RCIA Facilitator or Sponsor dealing exclusively with adults</li> <li>• Sacristan and/or Sacristy Team Member</li> <li>• Sorting/Filling Hampers</li> <li>• St. Vincent de Paul – Sorting/Filling Hampers &amp; Food Hamper Delivery (dropping off at doorstep)</li> <li>• Usher Coordinator (unless supervising minors)</li> <li>• Ushers</li> </ul> <p>*if visiting people in homes, the ministry moves to high risk</p>	<ul style="list-style-type: none"> <li>• Volunteer Information Form</li> <li>• Ministry Position Description Review</li> <li>• Volunteer Agreement</li> <li>• Ministry Training and Orientation</li> <li>• Agreement to the Code of Conduct and Accountability for Volunteers (2 pages)</li> <li>• Praesidium Sexual Abuse Prevention Training completed within the 1<sup>st</sup> year of Ministry</li> <li>• Ongoing Supervision and Evaluation</li> </ul> <p>All low risk ministries cannot be alone with a vulnerable adult or minor at any time. If there is a possibility, the ministry becomes high risk and high risk requirements must be followed.</p>

\*\*\*Please note that this reference guide of risk levels does not include every ministry position in the Diocese.