



A Volunteer is:

- A valued part of the church
- Pre-screened
- A minimum of 18 years of age or accompanied by a parent/guardian or supervised by an adult

A Volunteer is not:

- Compensated for their services
- Under contract for their services
- An employee functioning under his/her job description

DEFINITION OF A VOLUNTEER

The proper selection and screening of volunteers is vital. The following items *must* be followed for all volunteers:

- Complete *Volunteer Application*
- Background check (as needed for Safe Environment compliance)
- Complete any other Safe Environment training or other materials needed for compliance

The following items ***should*** be followed for all volunteers, especially those with frequent or reoccurring volunteer activity:

- Provide a volunteer position description
- Conduct interview
- Check references
- Maintain and secure records on all volunteers

SELECTION

Prior to assigning a volunteer to a specific position, consider the following:

- Appropriate age for volunteer position
- Assess skills of volunteer
- Meets qualifications of the position
- Has thorough understanding of what tasks are to be completed
- If under 18, appropriate parental permission must be obtained
- Inherently dangerous activities should not be completed by volunteers (only qualified, insured contractors should be used)

ASSIGNMENT

The following items should be thoroughly reviewed with every volunteer:

- Description of duties associated with the volunteer position
- Clear understanding of the duties
- Risks inherent to the position
- Diocesan policies and procedures in place relevant to volunteer position
- Supervision
- General safety training
- Proper use of equipment if needed for the position
- The personal protective equipment (PPE) required to perform the task
- Emergency response procedures
- What to do in case of injury
- Reporting any grievance or complaint
- Distribute the *Volunteers and the Catholic Church* brochure

The following items should be checked affirmatively prior to utilizing a volunteer in a driving capacity:

- Minimum 21 years of age or older
- Possession of a valid driver's license and current license and vehicle registration
- Completion of the *Volunteer Driver's Form*
- Appropriate insurance requirements for vehicle in place (\$100,000/\$300,000)
- Volunteer has been made aware his/her insurance is primary
- Completion of the *Volunteer Acknowledgement Form*
- Motor Vehicle Record Check (MVR)
- Only allowed to drive for tasks targeted toward the volunteer activity
- Volunteer has been made aware that **NO** cell phones or other hand-held electronic devices can be used while driving.

DRIVERS

A written volunteer position description should be provided for all frequent or reoccurring volunteer positions and should include the following:

- Skills and qualifications for the job
- Expected time commitment
- Duties and responsibilities
- Assessment of risk
- Screening procedures

A review of your volunteer program and your volunteers should be routinely conducted. The following items should be reviewed:

- Instructions were appropriately followed
- Skills suited to the volunteer position
- Any complaints made regarding this volunteer
- Other volunteer positions for which the individual would be better suited