

Ministry Risk Levels – High Risk

HIGH RISK	REQUIREMENTS
<ul style="list-style-type: none"> • Altar Server Coordinators • Babysitter Coordinator • Babysitter • Bereavement Team Member • Building Custodian/Janitor/Caretaker/Maintenance Person • Catechist for Children/Youth • Cheque Co-Signers • Choir or Music Director/Coordinator: Child & Youth Choir • Choir Member: Combined Adult, Child & Youth Choir • Collection Counter • Driver for the Vulnerable • Family Faith Coordinator • Funeral Coordinator • Gift Card Sellers • Gift Shop Minister/Volunteer • Liturgical Hospitality Coordinator • Liturgy of the Word for Children Coordinator • Liturgy of the Word for Children Facilitator • Palliative Care Team Member • Parish Finance Council Chair • Parish Pastoral Council Chair • Parish/Diocese Key Holders • Pastoral Care Team Member • Prison Ministry • RCIA Coordinator dealing exclusively with minors • RCIA Facilitator or Sponsor dealing exclusively with minors • Sacrament Preparation Coordinator & Team Member • Seminary Interns • St. Vincent de Paul – Home Visits & Food Hamper Delivery • Volunteer Screening Coordinator • Youth Ministry/Group Coordinator & Team Member 	<ul style="list-style-type: none"> • Volunteer Information Form • Interview and References checked • Vulnerable Sector Police Information Check (VSPIC); PIC for positions not engaging with minors or vulnerable people • Volunteer Agreement • Confidentiality Agreement • Agreement to the Code of Conduct and Accountability for Volunteers • Praesidium Sexual Abuse Prevention Training • Ministry Training and Orientation • Ongoing Supervision and Evaluation <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"> • Adoration Coordinator • Bible Study Coordinator (unless engaging with minors and/or vulnerable adults) • Choir Member (Adult Only) • Communication Coordinator • Envelope Stuffers • Extraordinary Minister of Communion* • Extraordinary Minister of Communion Coordinator* • Lector • Lector Coordinator • Library • Liturgical Event Coordinator • Liturgical Hospitality Ministers: Greeters, Ushers, & Hospitality Desk • Music Director/Choir Director (Adult Only) • Office Assistant/Data Entry • Parish Finance Council member • Parish Pastoral Council member • Other committee members (building fund, maintenance, PDAC, etc) • RCIA Coordinator dealing exclusively with adults • RCIA Facilitator or Sponsor dealing exclusively with adults • Sacristan and/or Sacristy Team Member • Sorting/Filling Hampers • Usher Coordinator (unless supervising minors) • Ushers <p>*if visiting people in homes, the ministry moves to high risk</p>	<ul style="list-style-type: none"> • Volunteer Information Form • Ministry Position Description Review • Volunteer Agreement • Ministry Training and Orientation • Agreement to the Code of Conduct and Accountability for Volunteers (2 pages) • Praesidium Safe Environment Training completed within the 1st year of Ministry • Ongoing Supervision and Evaluation <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.