



ANGLICAN  
DIOCESE OF  
NIAGARA

## VOLUNTEER MANAGEMENT AND SCREENING REPORTING PROCESS

We often talk about the “Duty of Care” principle for Volunteer Management and Screening. The fact is that we, as the Church with vulnerable people in our midst, have a legal duty to do all that we can to ensure all are safe. For our parishes, you help to fulfill your “duty of care” by ensuring your Volunteer Management and Screening program is up to date and setting into place a process that will ensure that this work **continues** for the long term.

For the diocese, we fulfill our “duty of care” responsibilities in three ways:

1. by setting clear expectations for parishes regarding the implementation of this program;
2. ensuring parishes are trained and supported regarding volunteer management and screening; and
3. by providing regular and diligent follow-up with parishes that will include reporting measures such as these as well as intermittent audits of parish records.

The following notes will assist you in completing the Volunteer Management and Screening Report (VMS Report). A Word version of the form may be requested by [emailing the Human Resources and Volunteer Coordinator](#).

### Task 1: Complete the 12 Steps Chart

The 12-step process can be used to assist parishes to make sure they are up to date with this program. A complete description of each step can be found in the VMS Report.

### Task 2: Complete Positions Chart

The chart in the VMS Report contains many rows to input parish positions into, please feel free to add rows to your chart as this document is editable or deleted if not needed.

### Frequently Asked Questions

- **When is the due date for this material in the Synod Office?**  
Every parish must submit their VMS Report to the Synod Office by **October 31, 2023**.
- **In what format do I hand in the VMS Report?**  
The VMS Report (including copies of all parish job descriptions) may be emailed to Shannon MacKenzie or a hard copy may be submitted by mail or delivered to her attention.
- **Why does it say “up to date” in Task 1 of the VMS Report?**  
It is because this work is never complete and needs continuous attention to keep it current.
- **Why are we now keeping a photocopy of all Police Record Checks (PRC) in our parish files and never destroying these files?**  
This is a requirement from our insurer, Ecclesiastical. PRCs are to be kept in a locked cabinet in the parish office.
- **Why is this process mandatory?**  
Completing this process ensures your parish retains its insurable status.

If you have any questions or concerns, please contact Shannon MacKenzie by [email](#) or phone 905-527-1316 x360.