

## OSA Ministries & Recruiting Volunteers



### The Importance of OSA Recruitment Processes

Best practice in the recruitment of volunteers is essential for the safety of all concerned and to ensure, insofar as possible, that people are chosen according to their suitability for a particular volunteer ministry. All steps in the recruitment process must be accurately recorded at each stage and relevant documentation safely stored.

Respect is at the heart of all caring roles that involves working with children, young people, or vulnerable adults. A core set of values and attitudes must be demonstrated by all volunteers who wish to work with vulnerable groups. To promote these values all suitable volunteers must complete Safeguarding Training and commit to the *OSA Code of Adult Behaviour*. Separate skills training for a particular ministry may also arise (e.g. Readers; Eucharistic Ministers).

### Who is Responsible for Volunteer Recruitment?

The Prior/PP is responsible for volunteer recruitment and training. Others such as the Ministry Co-Ordinator and/or a Local Safeguarding Group member(s) can assist in the recruitment process. Those conducting recruitment must be familiar with and follow the recruitment procedures as set-out below.

### So Who Needs To Do What?

The recruitment of **volunteers for ministries who do not work with children** has two phases:

1.) Application and 2.) Training.

1.) Application: The following application process is required.

- A Volunteer Ministries Information Pack is provided to the volunteer Applicant.
- The Applicant will read the Prior/PP's Letter of Invitation, the Safeguarding Policy, and the Adult Code of Behaviour.
- Completed Application Form and Adult Code of Behaviour Commitment Slip are returned to the Prior/PP.

2.) Training: Once suitability for the ministry has been satisfied, the Applicant will

- Complete training for the specific ministry.
- Attend a Safeguarding Awareness Information Session.

All of the above steps must be completed before the new volunteer can take up their active ministry role. See Appendix 1 & 3 for illustrated steps in this process and a Recruitment Checklist to ensure all requirements have or are going to be met shortly.

The recruitment process for **volunteers for ministries working with children** has five phases: – 1) Application, 2) Interview, 3) References, 4) Garda Vetting and 5) Training.

**1.) Application:** When someone is encouraged or expresses an interest in volunteering for a ministry working with children the following application process is required.

- A Volunteer Ministries Information Pack is provided to volunteer applicant.
- The applicant will study the contents:
  - Prior/PP's Letter of Invitation
  - the Safeguarding Policy
  - the Adult Code of Behaviour
  - the Application Form
  - the Gáarda Vetting Guidelines & Form (NVB1).
- The completed Application Form, Gáarda Vetting Form (NVB1) and Adult Code of Behaviour Commitment Slip are returned to the Prior/PP.

**2.) Interview:**

- The Prior/PP and another neutral person (e.g. ministry co-ordinator) will interview the person to assess their suitability for the role. Ensure gender balance.<sup>1</sup>

If deemed suitable for the ministry, the following steps are taken:

**3.) References:**

- Two independent references are sought.

**4.) Gáarda Vetting:**

- The Gáarda Vetting Form (NVB1) will be processed according to local procedures.

**5.) Training:** The applicant will complete the following training

- Training required for the specific ministry.
- Safeguarding Training (Full day).

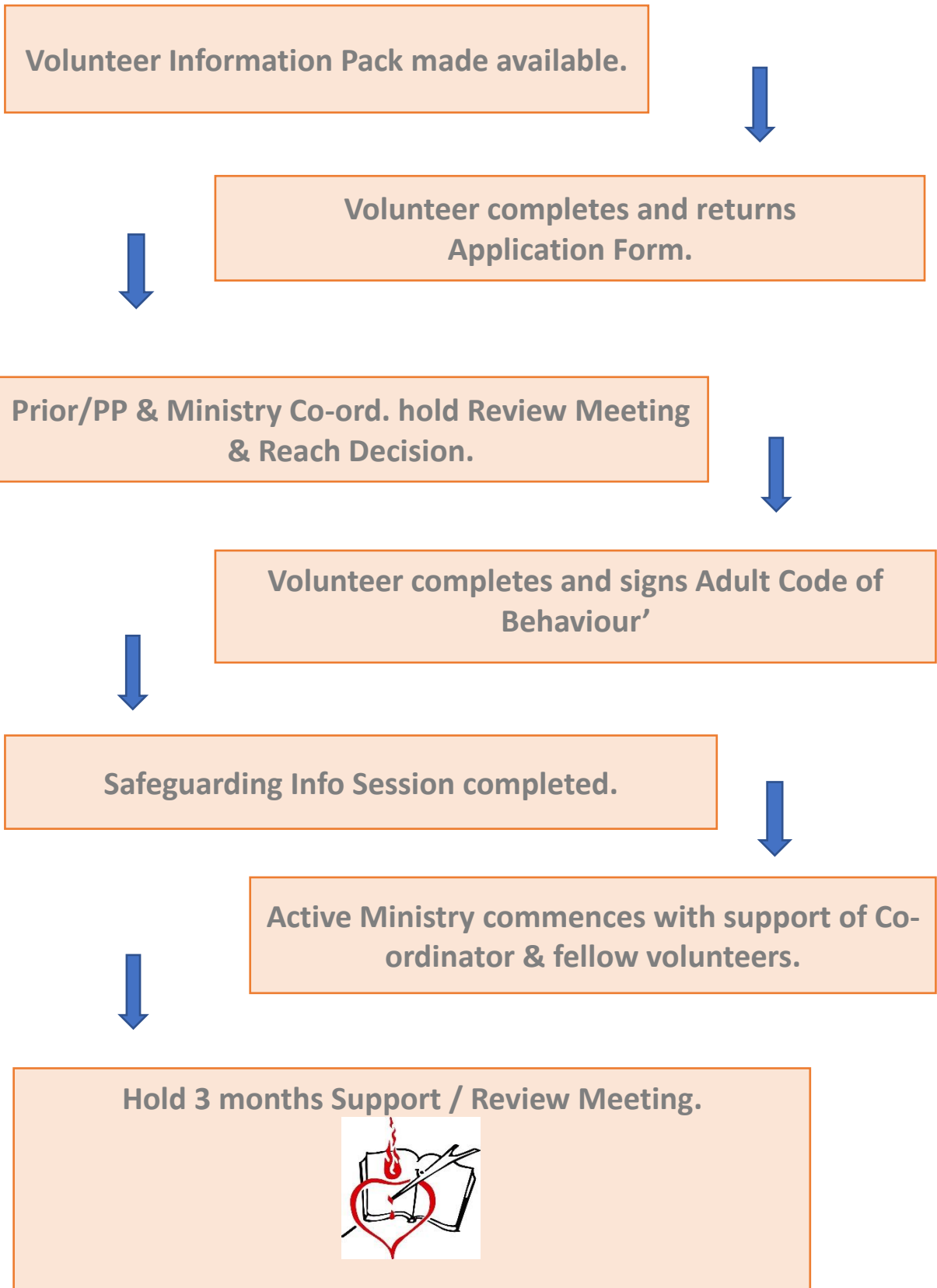
All of the above steps must be completed before the volunteer can take up their active ministry role. See Appendix 2 & 3 for illustrated steps in process & Recruitment Checklist.

---

<sup>1</sup> Assistance in planning for the interview is available from the Safeguarding Officer.

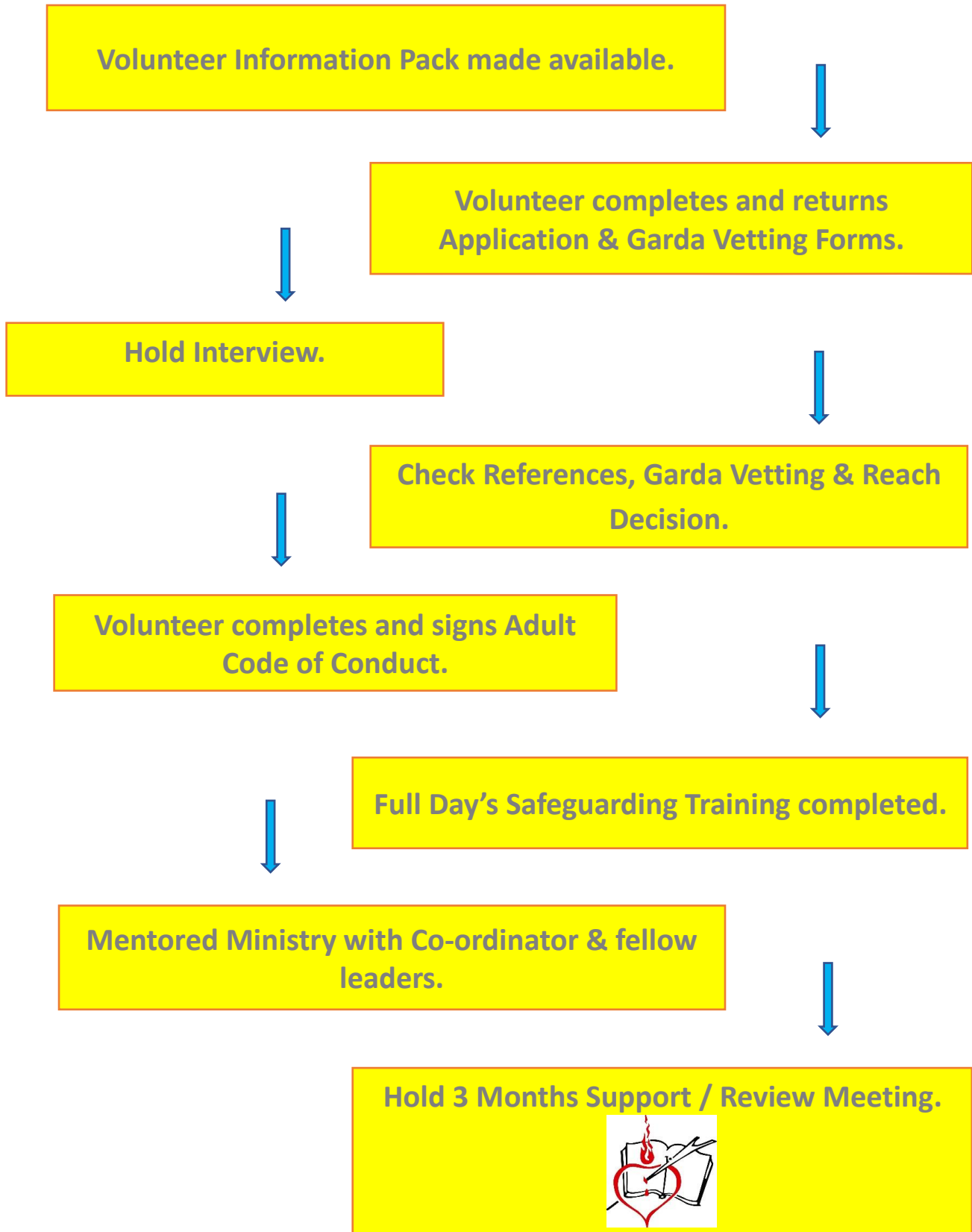
**Appendix 1**

**Volunteer Recruitment Guide – NOT Working with Children**



**Appendix 2**

**Volunteer Recruitment Guide – Working with Children**



### Appendix 3 - Recruitment Checklist.

Having a 'Recruitment Checklist' for internal church records and future reference, should the need arise, will be useful. See below.

#### Checklist

Volunteer Information Pack distributed to: \_\_\_\_\_ Date: \_\_\_\_\_

Date Completed Application Form received: \_\_\_\_\_

Adult Ministry: \_\_\_\_\_ Children/Y.P. Ministry: \_\_\_\_\_ (P.3 Completed: Yes/No)

Garda Vetting Form Completed: Yes/No. Form submitted to Diocese (NVB): Yes/No & Date: \_\_\_\_\_

Referee(s) Contacted:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1. _____<br>_____<br>_____<br>_____ | 2. _____<br>_____<br>_____<br>_____ |
|-------------------------------------|-------------------------------------|

Location & Date of Meeting with Applicant: \_\_\_\_\_

Attendees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed 'Safeguarding Commitment' received: \_\_\_\_\_

Completed Garda Vetting Approved: \_\_\_\_\_

Safeguarding Training Completed (2 Hr./5 Hrs) \_\_\_\_\_

Review Meeting (Date & Outcome):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_