

Diocese of Algoma

Screening in Faith Parish Participation Report

Our parishes are sacred spaces in which volunteers can develop their leadership gifts and vulnerable people can be part of a safe and loving family. Appropriate screening of volunteers is an essential part of maintaining that ministry, so that we can ensure the safety of our volunteers and their ministries. This “Parish Participation Report” serves as an *annual record* of the process developed by your parish to screen its volunteer leaders.

Complete the following report and provide a copy to the **parish Vestry, your Territorial Archdeacon, and the Synod Office**. This report is due the last day in February for the year preceding. Thank you for continuing to make the safety of your volunteers and ministries a priority.

I. Contact Information

PARISH: St. James Gravenhurst & Holy Manger Barkway

INCUMBENT: Rev. Heather Manuel

If a person in the parish is assisting the Incumbent with the Screening in Faith process then please give their:

NAME: Parish Administrator TELEPHONE: 705-687-4624

ADDRESS: 191 Hotchkiss St
Gravenhurst Ontario P1P 1H6

E-MAIL: jamessaint6@gmail.com

YOUR FEEDBACK: What kind of help, if any, does your parish need to develop its Screening in Faith Process?

II. Parish Position List:

Please list all the positions in your parish, along with their Level of Risk, and the Screening Requirements set by your parish. This includes wardens, advisory board members, treasurers, lay readers, and all other parish ministry positions. (Incumbents are screened at the Diocesan level.) Photocopy this page if more space is needed.

Useful Resources:

The requirements of a parish screening process are outlined in Canon H-5 of our Diocese. This model is based on the ‘Screening in Faith’ manual produced by [Volunteer Canada](#), and the [Parish Screening and Program Management Kit](#) for the Diocese of Algoma, available online at www.dioceseofalgoma.com.

Level of Risk (check one box only)

L = low

M = medium

H = high

Screening Requirements (check all that apply)

INT = Interview/application form

REF = Reference check

PRC = Police Record check

TFU = Training/follow-up

(See examples of possible positions and job descriptions on the Diocesan [website](#))

Parish Position	Level of Risk			Screening Requirements			
	L	M	H	INT	REF	PRC	TFU
Worship Leaders: Lay Reader, Altar Guild	x			x			x
In-church Ministry Volunteers	x			x			x
Youth Leader			x	x	x	x	x
Treasurer			x	x	x	x	x
Parish Administrator		x		x	x		x
Property Manager/Custodian		x		x	x		x

Police Record Checks are required for all High Risk Ministries and must be renewed every three years. They are optional for Mid and Low Risk ministries.

III. Declaration

We declare that the information contained in this report is accurate and complete.

Date Feb 28,2020

Incumbent Heather Manuel

Warden _____

Warden _____