

*Modify this form to meet the needs of your parish - most congregations will simplify this form considerably.*

**Screening in Faith**

**SAMPLE LIST OF MINISTRY POSITIONS**

**Purpose:** Each parish or organization shall make a list of all positions associated with the church or organization, whether short-term, long-term, formally or informally established, paid or volunteer, involving laity or the ordained, taking place on Sunday or during the week, on church premises or off-site.

**Instructions:** To assist with the process, positions are listed in alphabetical order. Check all that apply to your parish or organization. There is space at the end under “Other” to list additional ministry positions. This is a sample list – modify it to suit your parish.

**Volunteer Positions**

- |   |  |
|---|--|
| <input type="checkbox"/> A.C.W. President                             | <input type="checkbox"/> Greeter assisting people with disabilities      |
| <input type="checkbox"/> Adult Bible Study Leader                     | <input type="checkbox"/> Home Visitor                                    |
| <input type="checkbox"/> Arrangers of coffee fellowship               | <input type="checkbox"/> Intercessor - public worship                    |
| <input type="checkbox"/> Audio-visual controller                      | <input type="checkbox"/> Lay Reader                                      |
| <input type="checkbox"/> Bulletin folder                              | <input type="checkbox"/> Librarian                                       |
| <input type="checkbox"/> Camp Leader                                  | <input type="checkbox"/> Newsletter Editor                               |
| <input type="checkbox"/> Chalice bearer/lay eucharistic administrator | <input type="checkbox"/> Nursery Attendant                               |
| <input type="checkbox"/> Christian Education Coordinator              | <input type="checkbox"/> Nursery/Creche Coordinator                      |
| <input type="checkbox"/> Church Warden                                | <input type="checkbox"/> Nursing Home Visitor                            |
| <input type="checkbox"/> Committee and Board member                   | <input type="checkbox"/> Parish Volunteer Coordinator                    |
| <input type="checkbox"/> Advisory Board                               | <input type="checkbox"/> Readers   |
| <input type="checkbox"/> Chancel Guild                                | <input type="checkbox"/> Sidespeople                                     |
| <input type="checkbox"/> Christian Education                          | <input type="checkbox"/> Servers   |
| <input type="checkbox"/> Greeters                                     | <input type="checkbox"/> Servers Director                                |
| <input type="checkbox"/> Finance                                      | <input type="checkbox"/> Server Instructor                               |
| <input type="checkbox"/> Membership                                   | <input type="checkbox"/> Sound Technician                                |
| <input type="checkbox"/> Men’s Breakfast                              | <input type="checkbox"/> Sunday/Church/Vacation Bible School Coordinator |
| <input type="checkbox"/> Women’s Breakfast                            | <input type="checkbox"/> Sunday/Church/Vacation Bible School Teacher     |
| <input type="checkbox"/> Worship                                      | <input type="checkbox"/> Synod Delegate                                  |
| <input type="checkbox"/> Committee/Board Chair                        | <input type="checkbox"/> Treasurer                                       |
| <input type="checkbox"/> Deanery Council Representative               | <input type="checkbox"/> Wedding Coordinator                             |
| <input type="checkbox"/> Deputy Warden                                | <input type="checkbox"/> Youth Leader                                    |
| <input type="checkbox"/> Driver                                       | <input type="checkbox"/>   |
| <input type="checkbox"/> Envelope Secretary                           | <input type="checkbox"/> Other: _____                                    |
| <input type="checkbox"/> Greeter                                      | <input type="checkbox"/> Other: _____                                    |

**Staff Positions**

- |  |   |
|--|---|
| <input type="checkbox"/> Building supervisor                   | <input type="checkbox"/> Music ministry             |
| <input type="checkbox"/> Building and/or Grounds Caretaker     | <input type="checkbox"/> Adult Choir Leader         |
| <input type="checkbox"/> Cleaner                               | <input type="checkbox"/> Band Leader                |
| <input type="checkbox"/> Clergy                                | <input type="checkbox"/> Church musician            |
| <input type="checkbox"/> Consultant                            | <input type="checkbox"/> Hand Bell Choir Leader     |
| <input type="checkbox"/> Janitor                               | <input type="checkbox"/> Junior Choir Leader        |
| <input type="checkbox"/> Office Supervisor                     | <input type="checkbox"/> Music group member         |
| <input type="checkbox"/> Parish Administrator/Church Secretary | <input type="checkbox"/> Organist                   |
| <input type="checkbox"/> Parish Care Worker                    | <input type="checkbox"/> Worship Team Leader        |
| <input type="checkbox"/> Parish Nurse                          | <input type="checkbox"/> Youth Choir Leader         |
| <input type="checkbox"/> Sexton                                | <input type="checkbox"/> Other musical group leader |
| <input type="checkbox"/> Other: _____                          | <input type="checkbox"/> Other: _____               |

*Record Keeping: File in the general Responsible Ministry file in the Parish Office*