

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

Screening in Faith

SAMPLE MINISTRY POSITION TEMPLATE

Ministry Position Title: _____

Term of Office: _____

Supervision and Support: Reports to: _____
Staff liaison, if different from above: _____
Committee/Board responsible for this ministry: _____

Purpose of the position: _____

Population(s) served: _____

Duties & Responsibilities: 1. _____
2. _____
3. _____
4. _____
5. _____

Skills/ Knowledge Required: 1. _____
(e.g. works independently, team player, exceptional interpersonal skills etc..) 2. _____
3. _____
4. _____
5. _____
6. _____

Qualifications needed: 1. _____
(e.g. drivers license, First Aid Training, etc..) 2. _____
3. _____

Limits of the position: *Specify any constraints to performing the ministry. For Church School teachers, limits include teaching within the church building, on Sunday mornings, with another person present, etc.)*
1. _____
2. _____
3. _____
4. _____

Terms of work/service: _____

Training provided: *Check all that apply*
 Position-specific training (pre-requisite)
 "On the job" training
 Diocesan Sexual Misconduct training

Other: *specify*

Position Risk Assessment: Low Medium High

Benefits & Opportunities: *List the reasons why a person may want to serve in this capacity.*

1. _____
2. _____
3. _____
4. _____
5. _____

Record Keeping: Provide a copy for the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this document on the Screening Checklist.