

## MEMORANDUM

To: Incumbents and Church Wardens

From: Archdeacon Michael Patterson  
Interim Staff, Volunteer Management & Screening

Date: June 15, 2010

**Re: Volunteer Management and Screening**

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In the winter of 2011, all Niagara parishes will be expected to update their Volunteer Management and Screening files at the Synod Office by handing in a current report of this crucial ministry. The reporting process will be much like what was expected in 2008 with a few minor updates and changes. The report which will be handed in is enclosed with this mailing. We have set the dates so that all work will be updated and the forms handed in before Lent begins.

### Parish Coordinator

- Monday October 18, 2010 - Deadline for identifying your ***Volunteer Management and Screening Parish Coordinator***. Once this person has been identified, please update this information on the online vestry forms

**Tutorials** - Open sessions to assist parish coordinators with issues and questions

- Saturday November 20, 2010 - 9:30 a.m. – 12:00 p.m. Locations to be determined
- Saturday November 27, 2010 - 9:30 a.m. – 12:00 p.m. Locations to be determined
- Locations will be available by early October on the diocesan website

### Reporting Deadline

- **Monday February 28, 2011**
- All parishes must have their Volunteer Management and Screening Process up to date and in working order to meet the diocesan and our insurers standards (10 Steps enclosed)
- All parishes must complete the reporting document (enclosed) and all accompanying material attached in hard copy form to the Diocesan Synod Office
- All documents are also accessible on the diocesan website

As was stated repeatedly by Bishop Michael Bird, this process is mandatory and needs to be taken seriously. Compliance by many parishes in the past has been slow and difficult. This will not be acceptable for the 2011 reporting process. To ensure your parish maintains its insurable status, you will need to complete this work, meeting all diocesan expectations, in a timely manner.

Thank you in advance for the attention to this important ministry.

Enclosures