

*If involvement in parish ministry seems right for you, please contact your pastor or Parish Office to get started.*

*May God bless you and those to whom you minister.*

As Catholics  
and members of Christ's  
Mystical Body,  
we believe  
He  
embraces each of us,  
calls us, and  
sends us forth  
to bring His love to others.



*For further information  
or answers to questions  
you may have, please contact:*

**Greg Beattie**  
Diocese of Victoria  
Responsible Ministry Coordinator

250-479-1331 Ext. 223  
*Messages checked daily*

Note: To view the *Responsible Ministry and Safe Environment Policy*, please visit our website:  
[www.rcdvictoria.org](http://www.rcdvictoria.org)



## **VOLUNTEERING IN THE CHURCH**

*Christ has no body now but yours*

*No hands, no feet on earth but  
yours*

*Yours are the eyes  
with which He  
looks compassion  
on this world.*

*Christ has no body  
now on earth but  
yours.*

*~ Teresa of Avila*



***Our faith communities and their ministries are committed to providing sanctuary; that is, safety and support for all.***

Thank you for expressing an interest in volunteering your time, talent and/or treasure as a member of the Catholic Church in the Diocese of Victoria, to build up your parish faith community. We welcome your support!

A Diocesan *Responsible Ministry and Safe Environment Policy* was implemented in September 2011. This brochure has been developed to help you understand the process and expectations of all persons engaged as volunteers or paid personnel in the Diocese.

Your pastor will have appointed a *Parish Responsible Ministry Coordinator* who is accountable and responsible for the day-to-day administration of the Policy. This person will work closely with the *Diocesan Responsible Ministry Coordinator*, who, in turn, is responsible to a lay Advisory Committee and the Bishop.

## Getting Started

**1** Identify yourself to your pastor or call the Parish Office. You will be invited to complete a Volunteer Application Form. Please be as candid as possible when you provide information on the form so that the most appropriate match is made between yourself and the position for which you wish to volunteer.

**2** You will be invited to return to speak with the Pastor or the Parish Responsible Ministry Coordinator about your background, talents, skills, interests and availability. The *Responsible Ministry and Safe Environment Policy* will be explained to you as well as the responsibilities, boundaries and expectations of the position that interests you. At this point, the people you have submitted as references will have been contacted.

**3** Before beginning your ministry, you may need to have a Criminal Record Check completed. Generally these are provided free of charge for volunteers of most charitable organizations, but if costs are incurred, you will be reimbursed by the parish. Assistance will be provided if you are not sure how to go about this task.

**4** Once the necessary paper work is completed, you will be asked to read and sign a *Covenant of Care Agreement*. This Agreement makes clear the expectations of behaviour for clergy, religious, employees and volunteers in the Diocese and will protect both you and the people you serve.

**5** You are now ready for orientation and training. You should have a clear understanding of Diocesan Policies and Procedures that have been given to you verbally and in writing. You are also entitled to training specific to your volunteer position. If confusion exists about any aspect of your role at any time, you should clarify your role with your Ministry Coordinator.

