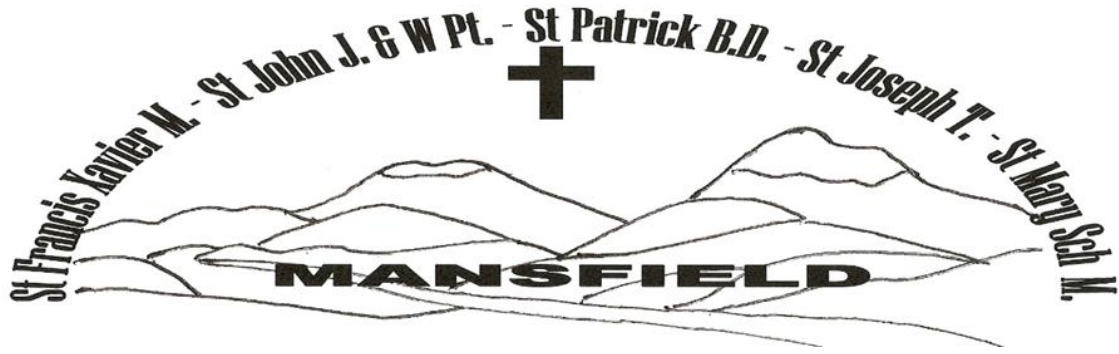




Volunteer Expressions of Interest

I would like to volunteer in the Mansfield Catholic Parish as: (tick above the ministry/ministries and the box)

Sacristy	
Lector/Prayers of the Faithful	
Extraordinary minister of Communion /Communion to the sick	
Piety Stall	
Music/Choir	
Collector	
Hospitality	
Audio/Visual Tech	
St Vincent de Paul – Mansfield Conference	
Administration Volunteer	
Counter	
Cleaning /Maintenance/Garden	
Parish Advisory Council/Finance Committee	

Name:

Signature:

Date:

Place of Ministry:

You would need to do a Working With Children check/Police Check or add Mansfield Catholic Parish to the WWC if you already have one. Once this form is completed please hand it over to the parish office. A Volunteer Referee Check form will then be given to be completed by a referee which you also hand over to the parish office.

The Mansfield Catholic Parish, Archdiocese of Melbourne is committed to the safety, wellbeing and dignity of all children and vulnerable adults.

Volunteers Requirements at Mansfield Catholic Parish

Processes & Procedures

- Hand over the completed forms to the parish office.
- Volunteer Referee Check (VRC) form will be given to the applicant.
- Return the completed VRC form to the parish office which will be verified.
- Selected Volunteers Sign a Code of Conduct (to be done annually).
- All volunteers need a Working with Children Check (WWCC). If they already have one, they update it by adding the parish name and request that a copy be sent to the parish.
- Police Check for counters.
- For Volunteers below 18 years of age a parental consent letter is necessary
- An appointment letter with Role Description and process for Reporting Abuse or Safety Related Misconduct will be given to the volunteer.
- Induction of Volunteers and Training (periodic).
- Risk Assessments to be carried out as and when necessary.
- Yearly review of Safety Policies by Safeguarding Committee (or when necessary)
- Records need to be kept for 45 years.

