

**SAINT-SAUVEUR EPARCHY OF MONTREAL
FOR GREEK MELKITE CATHOLICS IN CANADA**



**DIOCESAN POLICY ON RESPONSIBLE PASTORAL MINISTRY
CODE OF ETHICS AND CONDUCT**

FOR PRIESTS, DEACONS, SUB-DEACONS, EMPLOYEES AND VOLUNTEERS
ENGAGED IN MINISTRY AND OTHER SERVICES
OF THE GREEK MELKITE CATHOLIC EPARCHY OF CANADA

Preamble

A responsible pastoral ministry is any pastoral action committed to never sexually, emotionally, financially, or physically abuse any minor or vulnerable person, in order to protect the dignity and integrity of all persons, because they are "in the image of God".

The Saint Sauveur Eparchy for Greek Melkite Catholics in Canada is conscious of its duty to ensure the safety of all its faithful and to protect their dignity. This Code of Ethics and Conduct has been written in conformity with the civil laws in force in Canada, the Youth Protection Act, the *Code of Canon Law of the Catholic Church*, the document *Protection of Minors from Sexual Abuse of the Canadian Conference of Catholic Bishops* and the *Code of Canons of the Oriental Churches* in conformity with our specific Oriental customs which value respect for the other.

This responsible pastoral ministry policy aims to:

- Prevent abuse of power, of sexual or spiritual roots, or other, towards children, young adults, and vulnerable persons.
- Protect clergy, employees, and volunteers from allegations of wrongdoing.
- Preserve the reputation of the Catholic Church as a whole by taking concrete actions to protect it from defamation, sanctions and impacts that would result from malicious publicity.
- Educate, raise awareness, and train clergy, employees and volunteers.
- Report any incident involving abuse, negligence, or harm.

Definitions

Abuse: Abuse refers to physical, verbal, emotional or sexual behavior on the part of an ecclesiastical representative:

- (i) Which causes a person to fear for his or her physical, psychological, or emotional safety and well-being.
- (ii) Which the alleged aggressor knew or reasonably should have known would cause that person to fear for his or her physical, psychological or emotional safety and well-being.

Abuse of power: An abuse of power is the act of a person who exceeds the legal limits of his or her position and uses it unfairly. Abuse of power can take the form of intimidation, harassment, threats, blackmail, or coercion.

Sexual Abuse: Sexual abuse is any physical, verbal, emotional, or sexual conduct that causes a person to fear for his or her physical, psychological, or emotional safety and well-being by an alleged abuser who knew or reasonably should have known that the person's physical, psychological, or emotional safety and well-being were being harmed.

Spiritual Abuse: Spiritual abuse refers to any situation in which a person in a position of spiritual authority uses another person to satisfy a psychological or emotional need, instrumentalizing the person's spiritual desire to subjugate him or her through the manipulation of religious concepts, biblical or spiritual texts.

Minor: A minor is a person under the age of 18.

Vulnerable person: A vulnerable person is a person who is in a state of infirmity, physical or mental deficiency, or deprivation of personal freedom which in fact limits, even occasionally, his or her capacity of understanding or will, or in any case his or her capacity to resist the offense. According to Church law and eparchial guidelines, this person is equated with a minor.

Volunteer: A volunteer is a person who: decides by his or her free will to offer or perform an activity or task; performs such an activity without being forced or feeling obligated to do so; performs such an activity to help a person or organization or the community as a whole; and is not paid for such service or activity. Persons between the ages of 12 and 18 must also comply with the policy when volunteering. While this guide specifically addresses the screening of volunteers, the same principles apply to paid employees.

Event: Occasional or one-time events organized by a parish community or diocesan organization. Examples: a party, a concert, or an annual picnic.

Participants: People who participate in a program, event, or receive services through the diocese or parish. They are the beneficiaries of a parish or diocesan pastoral service.

Pastoral Program: it consists of a series of structured activities or similar events, orchestrated, and organized by the parish or diocese, which extends over a period of time and in which the level of risk remains relatively constant.

Criminal record: Conviction of a criminal or penal offense that is incompatible with the job or task applied for, as well as any misconduct that reasonably creates a fear that the misconduct

poses a potential risk to the physical or moral safety of those with whom the applicant (volunteer or paid) will be working.

Responsible person: This person may or may not be a salaried person. We use this term to identify the person in charge, designated by the Christian community, its representatives in authority to be in charge of preparing, executing and/or coordinating any pastoral activity (programs, activities, camps, visits, events, etc.) on behalf of the parish or diocese. This person may therefore direct or coordinate the actions of salaried or volunteer staff. These individuals are generally over the age of 18. Persons between the ages of 12 and 18 must also comply with the policy when acting as a responsible person.

Duty of Care: This legal principle determines the obligation of individuals and organizations to take reasonable steps to ensure care and protection in the interest of the other. The duty of care is a legal and moral obligation that underlies the screening process.

The fundamental values to be respected.

Dignity of the person: Intrinsic value of a person that commands respect, obliges us to treat him or her with great consideration and that safeguards him or her from any form of enslavement, alienation or discrimination because of his or her human nature.

Autonomy and self-determination: This is the ability to make choices, act and think for oneself. This implies that individual autonomy and self-determination are to be encouraged and respected.

Personal safety: The situation of someone who feels safe from physical, sexual, emotional, moral and spiritual harm and who prescribes behavior free from harassment or abuse.

Confidentiality: Concerns private life and intimacy and commands respect.

Loyalty and integrity: The character of uprightness and honesty with regard to one's commitments and obligations, as well as to the orientations and decisions made by the bodies for which one works.

CODE OF ETHICS AND CONDUCT

a) Residency arrangements

- The right of residence in the presbyteries and priest's houses is limited to priests, deacons, and seminarians, if any.
- With the consent of the bishop, or of the Superior General in the case of religious, priests may welcome immediate family members or friends (men) for a limited period of time.

b) The work environment and its parameters

- The work environment provided by clergy, employees and volunteers shall be free from intimidation or harassment, whether physical, sexual, or psychological, both written and verbal.
- Clergy, employees, and volunteers have the responsibility to maintain clear and appropriate physical boundaries in all pastoral relationships including accompaniment.
- Any one-on-one private meeting should take place in a room with clear windows that allow for an unobstructed view or in a room with an open door.
- The possession and/or use of illegal drugs is always prohibited.
- Avoid aggressive, rude, demeaning, threatening, intimidating, sexist or racist language or conduct.

c) Proximity

- Any physical contact can be misinterpreted. It must be clearly non-sexual, appropriate and done in public.
- Any form of physical discipline is prohibited.
- Any discussion of sexual nature should only take place in response to a specific question using appropriate and professional language.
- If, in the context of a pastoral relationship, we become aware of inappropriate attention or attraction, we will make every effort to defuse the situation. If the situation persists, the relationship should be terminated.
- One should not be alone with children, youth, or vulnerable people.

d) Spiritual accompaniment

- In the cases of spiritual guidance, we do not exceed the limits of our personal competence. When necessary or appropriate, the individual should be referred to a

professional. It is not appropriate to consider a pastoral care relationship to be a clinical relationship of a psychological nature or of psychotherapy.

- No session or other formal or informal conversation will ever be recorded.
- To avoid confusion about the nature of the relationships/sessions, and to promote accountability, such meetings should be held at an appropriate time and place. Care should also be taken with the number and duration of these sessions to avoid inappropriate attachments.

e) Financial Guidelines

- Ministry is part of pastoral service. No financial compensation other than that prescribed in eparchial policy should be requested or expected.
- No person shall solicit in any way, directly or indirectly, by word or deed, any personal gift or donation from a person with whom he or she has, or has had, a pastoral relationship.
- No person shall solicit or obtain a personal loan or other financial benefit or advantage from a person with whom he or she has, or has had, a pastoral relationship.

f) Intervention with children, youth, and vulnerable persons

- Maintain open and trusting relationships while maintaining clear and professional boundaries.
- Meetings, activities, training sessions, etc. must take place in groups, under the supervision of two unrelated adults, in a public place such as a church or a parish hall.
- No intervention with children, youth or vulnerable persons shall take place in the presbytery.
- Overnight accommodations should not be shared with children, youth, or vulnerable persons without the supervision of several unrelated adults. Under no circumstances should such accommodation be in the residential part of the church building.
- When accompanying persons share accommodation with children, youth, or vulnerable persons, they must sleep in a separate bed.
- The use of alcohol, drugs or tobacco products is strictly forbidden in the presence of children, youth, and vulnerable persons. Also, do not buy these products for them.
- Do not transport children, youth, or vulnerable persons in your own personal vehicle without written permission of their parents and without the presence of another unrelated adult. Public transportation or rental vehicles should be used when travelling with a group.

- The Sacrament of reconciliation, celebrated with minors and vulnerable persons, should be offered in an open space where the confessor and penitent can be seen or in a confessional with physical separation between them.

g) Minor volunteers

- According to the *Réseau de l'Action Bénévole du Québec*, there is no minimum age to volunteer. Each organization determines the minimum age of its volunteers. However, there are certain rules to respect:
 - The youth must always be supervised by an adult.
 - Parental authorization must be obtained for all minor volunteers specifying tasks, locations, and schedules.
 - Volunteers must complete the identification form, even if they are just passing through. If you don't know the volunteer at all, you can even ask for a letter of recommendation. However, you can't ask for a criminal record. Juvenile criminal records are only accessible to certain people, and we are not eligible to do so. However, we do have the right to ask them directly if they have a criminal record.

h) Community service request

- Community service is a sentence resulting from a conviction for a Criminal Code offence, usually imposed in a context where the offender is required to repay society. This may involve damage to public property (e.g., graffiti) or shoplifting. In practice, these are mainly convictions for minor offences.
- It is the responsibility of the Parish Priest to discern whether the person can carry out his community service hours within the parish without any complication.
- In general, such people may volunteer, but must not, in the course of their work, be responsible for minors.
- They must also complete the identification form.

i) Implementation

- It is the responsibility of clergy, employees, and volunteers to be aware of this code of conduct and to hold each other accountable for maintaining the highest ethical and professional standards.
- Allegations of sexual misconduct should be taken seriously and raised without delay with the parish priest, the bishop, or his delegate.

- If it is believed that a member of the clergy, employee or volunteer has breached this Code of Pastoral Conduct, the parish priest, bishop, or his delegate shall be informed immediately.
- All requests for derogation from the elements of the present code must be submitted in writing to the bishop or his delegate.

Guidelines for responsables

Sound human resources management and rigorous application of the screening process are a priority for our Eparchy today. Unfortunately, although every effort is made to prevent abuse and mistreatment, no procedure is flawless and guarantees the absence of risk. Even if screening is translated in a set of policies and procedures, it is essentially based on the exercise of good judgment. For this reason, the primary working tool of those who will have to apply the screening procedures presented below is their judgment.

Important distinction:

- Make a clear distinction between what is a recognized activity and what is not (spontaneous mutual aid, personal initiative, etc.). Make sure that this distinction is clear to parish or diocesan authorities, to salaried or volunteer staff, and to those who usually participate in or benefit from pastoral services.
- Make it clear to staff identified with the institution that the recommended code of ethics applies at all times, even when individuals are not engaged in a recognized activity.
- Remain vigilant in situations of personal initiative. While such initiatives are manifestations of love for others, they can also be indicative of people's interests and motivations.

Screening

Screening is the process of carefully examining applicants for volunteering or paid employment in order to select the best candidates and eliminate, as much as possible, those who are incompetent, threatening or dangerous. It thus serves to create and preserve a safe environment.

Such a process requires the identification of any activity related to a service provided by a paid or unpaid person. It promotes the appropriate matching of a candidate to a task. It requires an assessment of the risks inherent to a task, a description of the volunteer's duties, a determination

a candidate's suitability for a task, also if necessary, background checks, training and, when circumstances require, modifications of the terms and conditions of a task.

The screening process begins long before a person offers his or her services and ends when he or she leaves the organization. The steps in the screening process, developed by Volunteer Canada, are reproduced here, and adapted to ecclesial realities.

They are divided into three sections: pre-selection, selection process and management.

Prior to the selection of employees and volunteers

1. Job description
2. Risk assessment
3. Recruitment process

The selection process

4. Application form
5. Interview
6. Reference check **
7. Background check **

Employee and volunteer management

8. Orientation and training
9. Supervision and evaluation
10. Participant follow-up

*** Mandatory for all employees and volunteers in high-risk positions.*

Steps 1 through 7 must be completed before a new parish or diocesan employee or volunteer begins work, with the exception of steps 6 and 7, which are reserved for candidates of high-risk positions. High-risk candidates must undergo a reference and background check every three years and must attend the orientation and training session.

All employees and volunteers on duty at the time of the implementation of the responsible pastoral ministry will have to fill out the identification form and sign the agreement (see appendices n.1, n.2 and n.3) and be informed of the code of ethics and code of conduct.

This entire process is not associated with the person but with the task. Thus, it is essential that the person responsible for the application of the diocesan policy and the screening process review all 10 steps each time a volunteer or employee changes tasks. He/she will use good judgment and discretion in each case he/she deals with. If the person performs more than one task or function, he or she should be screened for the task that carries the most risk.

The filtering process (10 steps)

Step 1: Description of tasks and responsibilities

This first step is to define the tasks that need to be accomplished in a pastoral activity. In order to select the right person with the right skills for each responsibility, the role of the person must first be clearly defined.

The job description helps us to establish the rules and procedures to be followed by all those who work in the mission of our Eparchy and our parishes.

By clearly identifying the tasks of each position, it will be easier to assess the level of risk.

The job description contains the following elements:

- The job title
- The objectives of the position
- The participants
- Tasks and activities
- Responsibilities related to the position
- Experience, skills and qualifications required
- Identification of the authority responsible for the position
- The conditions of the activity (schedule, location, working conditions, etc.)

Job Description Sheet
Job title: MIDADE LEADER

| | |
|--|---|
| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | Parish priest |
| Objectives of the position | To coordinate and manage the functioning of the group of animateurs of catechesis |
| Responsibilities | <ul style="list-style-type: none"> ● Coordinate with the chaplain ● Recruit volunteers ● Organize training sessions ● Organize the registration process ● Implement a program for each age group ● Provide the necessary resources and books ● Communicate with parents ● Manage the animateurs ● Ensure a good financial management within IMAC/MIDADE ● Oversee the smooth running of IMAC and any activity or event organized by or related to IMAC. ● Represent IMAC within the parish and the eparchy ● Ensure the safety and smooth running of camps and retreats ● Good community reputation with no previous history |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Active member of the parish ● Very active member of IMAC ● Pastoral training ● Enjoy working with children and teenagers ● Ability to share his faith and spirituality ● Organizational, interpersonal and communication skills ● Ability to work as part of a team, delegate and ensure a good follow-up ● Sense of leadership and spirit of prayer ● Sense of imagination and creativity ● Good conflict management skills |
| Relationship with | <ul style="list-style-type: none"> ● The priest or priests ● Animateurs ● The parents ● Children and teenagers |
| Nb of hours | 6 working hours per week + preparation time |
| Term | Nominated until further notice by the appropriate person |
| Benefits and challenges | <ul style="list-style-type: none"> ● Evangelization of children and teenagers ● Knowing the children and their families ● Recruit and retain the right volunteers ● Ensure the smooth running of the groups |
| Indicators of success | <ul style="list-style-type: none"> ● Children are happy to come every week and are not forced to attend ● Children make progress in their faith journey ● Children are more and more involved in the parish activities |
| Training | <ul style="list-style-type: none"> ● Orientation ● Participation in training sessions |

Job Description Sheet

Job Title: **CHILDREN'S AND TEEN'S CATECHESIS ANIMATEUR / IMAC / MIDADE**

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| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | Responsible for IMAC and parish priest |
| Objectives of the position | To transmit human values, the Gospel and the teaching of the Catholic Church to children |
| Responsibilities | <ul style="list-style-type: none"> ● Attend program planning meetings ● Prepare meetings ● Teach and facilitate meetings ● Organize activities ● Keep the IMAC responsible informed of the situation in the category or group ● Ensure the safety of children at meetings, camps and retreats ● Contribute to the smooth running of IMAC and any activity or event organized by or related to IMAC ● Always reflect the beautiful image of IMAC within the parish and the community ● Use and help develop the necessary resources and books ● Participate in IMAC activities ● Participate in IMAC Camps |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Active member of the parish ● Enjoys working with children and teens ● Ability to share his faith and spirituality ● Organizational, interpersonal and communication skills ● Ability to teach and facilitate ● Sense of leadership and spirit of prayer ● Sense of imagination and creativity |
| Relationship with | <ul style="list-style-type: none"> ● The priest or priests ● The person in charge of IMAC ● Other volunteers ● The parents ● Children and teenagers |
| Number of hours | 2 hours of animation per week + preparation time |
| Term | Nominated until further notice by the appropriate person |
| Benefits and challenges | <ul style="list-style-type: none"> ● Evangelization of children and teenagers ● Knowing the children ● Ensure the smooth running of your group |
| Indicators of success | <ul style="list-style-type: none"> ● The Children are happy to come every week and are not forced to attend ● Children make progress in their faith journey ● The children are more and more involved in the parish activities |
| Training | <ul style="list-style-type: none"> ● Orientation ● Participation in training sessions |

Job Description Sheet
Job Title: YOUTH PASTORAL LEADER

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| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | Parish Priest / Director of the CMYA |
| Objectives of the position | <ul style="list-style-type: none"> ● To transmit the Gospel and the teachings of the Catholic Church to young people ● Create opportunities for the youth to get involved in the parish |
| Responsibilities | <ul style="list-style-type: none"> ● Planning, implementation and evaluation of current and long-term objectives ● Create an annual program and prepare meetings ● Teach and facilitate meetings ● Organize activities and outings ● Participate in the training sessions of the Eparchy |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Active member of the parish ● Enjoys working with youth ● Ability to share his faith and spirituality ● Organizational, interpersonal and communication skills ● Ability to teach and animate ● Sense of leadership and spirit of prayer ● Sense of imagination and creativity ● Good conflict management skills |
| Relationship with | <ul style="list-style-type: none"> ● The priest or priests ● The parents ● The youth |
| Number of hours | 2 working hours per week + preparation time |
| Benefits and challenges | <ul style="list-style-type: none"> ● Having fun and sharing your faith with youth ● Meet youth and their families ● Include youth in parish life |
| Indicators of success | <ul style="list-style-type: none"> ● Increased youth participation in meetings ● Increased youth involvement in parish events and activities ● Increased support for youth in the parish |
| Training | <ul style="list-style-type: none"> ● Participation in training sessions, retreats, etc. |

Job Description Sheet

Job Title: **SOLEMN COMMUNION PREPARATION COORDINATOR**

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| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | Parish priest |
| Objectives of the position | Coordinate and manage the operations of the group |
| Responsibilities | <ul style="list-style-type: none"> ● Recruit volunteers ● Register children ● Establish a detailed meeting schedule ● Provide the necessary resources and books ● Organize and manage the preparations of the ceremony |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Active member of the parish ● Pastoral training ● Enjoys working with children ● Ability to share his faith and spirituality ● Organizational, interpersonal and communication skills ● Ability to work as part of a team, to delegate and to ensure a good follow-up ● Sense of leadership and spirit of prayer ● Sense of imagination and creativity ● Good conflict management skills ● Ability to organize ceremonies |
| Relationship with | <ul style="list-style-type: none"> ● The priest or priests ● The volunteers ● The parents ● The children ● Suppliers (photographer, florist, caterer, etc.) ● Person in charge of the accounting at the church |
| Number of hours | 5 working hours per week + preparation time |
| Term | Nominated until further notice by the appropriate person |
| Benefits and challenges | <ul style="list-style-type: none"> ● Prepare children for the sacrament of the Eucharist ● Know the children and their families ● Recruit good volunteers ● Ensure the smooth running of the group |
| Indicators of success | <ul style="list-style-type: none"> ● Children progress in their faith journey ● Children understand the importance of the Eucharist |
| Training | <ul style="list-style-type: none"> ● Orientation and participation in training sessions |

Job Description Sheet

Job Title: **SOLMEMN COMMUNION PREPARATION LEADER**

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| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | Parish priest and group coordinator |
| Objectives of the position | Teaching catechesis and preparing children to receive the sacrament of the Eucharist |
| Responsibilities | <ul style="list-style-type: none"> ● Attend program planning meetings ● Prepare meetings in collaboration with the coordinator and other leaders ● Teach and facilitate meetings ● Prepare the children for the ceremony |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Active member of the parish ● Enjoys working with children ● Ability to share his faith and spirituality ● Organizational, interpersonal and communication skills ● Ability to teach and animate ● Sense of leadership and spirit of prayer ● Sense of imagination and creativity |
| Relationship with | <ul style="list-style-type: none"> ● The priest or priests ● The Coordinator of Preparation for Solemn Communion ● Other volunteers ● The parents ● The children |
| Number of hours | 2 working hours per week + preparation time |
| Benefits and challenges | <ul style="list-style-type: none"> ● Prepare children for the sacrament of the Eucharist ● Know the children and their families |
| Indicators of success | <ul style="list-style-type: none"> ● Children make progress in their faith journey ● Children understand the importance of the Eucharist |
| Training | <ul style="list-style-type: none"> ● Orientation ● Participation in training sessions |

Job Description Sheet

Job Title: **CHILDREN'S CHOIR DIRECTOR**

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| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | Parish priest |
| Objectives of the position | Train, organize and maintain the Children's Choir |
| Responsibilities | <ul style="list-style-type: none"> ● Vocal training for children ● Preparation of the program ● Music selection ● Practice with the choir ● Leading the choir during liturgy |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Active member of the parish ● Musical skills (singing, reading music, etc.) ● Good knowledge of the liturgy ● Enjoys working with children ● Organizational, interpersonal and communication skills ● Ability to teach and animate ● Sense of leadership and spirit of prayer ● Ability to collaborate with directors of other choirs |
| Relationship with | <ul style="list-style-type: none"> ● The priest or priests ● The parents ● The children ● The musicians ● The conductors of the other choirs |
| Number of hours | Practice of about 2 hours per week + liturgy |
| Benefits and challenges | <ul style="list-style-type: none"> ● Satisfaction of having used his or her talents for the good of the parish ● Sense of fulfillment by enriching the liturgy ● Recruit and manage choir members ● Develop musical skills |
| Indicators of success | <ul style="list-style-type: none"> ● Encouragement from clergy, parents and community |
| Training | <ul style="list-style-type: none"> ● Participation in the musical training sessions |

Job Description Sheet

Job Title: **MASS SERVANT COORDINATOR**

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| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | Parish priest |
| Objectives of the position | To ensure the service of the mass every Sunday |
| Responsibilities | <ul style="list-style-type: none"> ● Prepare the servers of the Mass ● Train new members ● Guide children and youth at liturgy |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Active member of the parish ● Good knowledge of the liturgy ● Enjoys working with children and youth ● Organizational, interpersonal and communication skills ● Sense of leadership and spirit of prayer ● Knowledge of the celebrant's expectations |
| Relationship with | <ul style="list-style-type: none"> ● The priest or priests ● The parents ● Children and youth |
| Number of hours | 2 hours per week |
| Benefits and challenges | <ul style="list-style-type: none"> ● Satisfaction in serving the community ● Encouraging servants' commitment |
| Indicators of success | <ul style="list-style-type: none"> ● Ongoing participation and commitment of servants ● Good service ● Positive reaction of the priest and the community |
| Training | <ul style="list-style-type: none"> ● Practical training with the priest |

Job Description Sheet

Job Title: **SCOUTS GROUP COORDINATOR**

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|--|---|
| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | Parish Priest, Scouts Canada and CMYA Director |
| Objectives of the position | Coordinate and manage the operations of the scout group |
| Responsibilities | <ul style="list-style-type: none"> ● Recruit volunteers ● Organize training sessions ● Register children ● Implement a program for each age group ● Provide the necessary resources and books |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Active member of the parish ● Scouting background ● Enjoys working with children ● Ability to share his faith and spirituality ● Organizational, interpersonal and communication skills ● Able to work as part of a team, delegate and ensure a good follow-up ● Sense of leadership and spirit of prayer ● Sense of imagination and creativity ● Good conflict management skills |
| Relationship with | <ul style="list-style-type: none"> ● The priest or priests ● Scout leaders ● The parents ● The children |
| Number of hours | 2 hours of work per week + preparation time |
| Term | Nominated until further notice by the appropriate person |
| Benefits and challenges | <ul style="list-style-type: none"> ● To contribute in the development of young people by helping them to realize their physical, intellectual, emotional, social and spiritual potential as individuals |
| Indicators of success | <ul style="list-style-type: none"> ● Children are happy and engaged ● Children are advancing in their development |
| Training | <ul style="list-style-type: none"> ● Orientation ● Participation in training sessions |

Job Description Sheet
Job Title: CHIEF SCOUT

| | |
|--|---|
| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | Parish priest |
| Objectives of the position | Leading a group of scouts |
| Responsibilities | <ul style="list-style-type: none"> ● Teaching values such as solidarity, mutual aid and respect ● To help the young person form their character and build their personality while contributing to their physical, mental and spiritual development ● Provide exciting adventures and challenges for the youth |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Active member of the parish ● Scouting background ● Enjoys working with youth ● Ability to share his faith and spirituality ● Organizational, interpersonal and communication skills ● Ability to work in a team ● Sense of leadership and spirit of prayer ● Sense of imagination and creativity ● Demonstrate excellent resourcefulness |
| Relationship with | <ul style="list-style-type: none"> ● The priest or priests ● The group coordinator ● Other Scout leaders ● The parents ● The children |
| Number of hours | 2 hours of work per week + preparation time |
| Benefits and challenges | <ul style="list-style-type: none"> ● To contribute in the development of young people by helping them to realize their physical, intellectual, emotional, social and spiritual potential as individuals. |
| Indicators of success | <ul style="list-style-type: none"> ● Children are happy and engaged ● Children are advancing in their development |
| Training | <ul style="list-style-type: none"> ● Orientation ● Participation in training sessions |

Job Description Sheet

Job Title: **PRINCIPAL OF THE SCHOOL OF ARABIC**

| | |
|--|--|
| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | Parish priest |
| Objectives of the position | Teaching Arabic to the children of the parish |
| Responsibilities | <ul style="list-style-type: none"> ● Work with all school staff to create a welcoming, stimulating and safe school environment for all ● Plan, coordinate and supervise the educational and administrative activities and the work of the staff in order to ensure the proper functioning of the school, the quality of the education provided and the achievement of its educational mission ● In collaboration with the teachers, evaluate the educational project, makes appropriate changes and adopt the necessary measures to ensure its implementation ● Select textbooks and learning materials, ensuring that they comply with the educational plans and standards of the Ministry of Education |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Active member of the parish ● Teaching background ● Enjoys working with children ● Organizational, interpersonal and communication skills ● Ability to work in a team ● Sense of leadership |
| Relationship with | <ul style="list-style-type: none"> ● The priest or priests ● The parents ● The children |
| Number of hours | |
| Benefits and challenges | <ul style="list-style-type: none"> ● To contribute in the development of young people by teaching them to read and write in the Arabic language |
| Indicators of success | <ul style="list-style-type: none"> ● Children are happy and engaged ● Children advance in their development |
| Training | <ul style="list-style-type: none"> ● Orientation ● Participation in training sessions |

Job Description Sheet
Job Title: ARABIC SCHOOL TEACHER

| | |
|--|---|
| Name of the parish | |
| Post | <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid employee |
| Refers to | The director of the school |
| Obj. of the position | Teaching Arabic to the children of the parish |
| Responsibilities | <ul style="list-style-type: none"> ● Responsible for a class of students to whom they must teach the Arabic language following the program approved by the school principle ● Help students to develop themselves intellectually, socially, emotionally, and morally, and acquire knowledge that can be applied in a variety of areas ● Provide a variety in teaching activities and techniques, create conditions in the classroom that are conducive to learning and to the full participation of all students, arouse their curiosity, support their interest and help them overcome their difficulties ● Responsible for student follow-ups and evaluations as well as parental relations |
| Competence, experience and qualifications | <ul style="list-style-type: none"> ● Excellent in Arabic ● Teaching background ● Enjoys working with youth ● Organizational, interpersonal and communication skills ● Ability to work in a team ● Sense of leadership ● Sense of imagination and creativity ● Demonstrate excellent resourcefulness |
| Relationship with | <ul style="list-style-type: none"> ● The principal ● The parents ● The children |
| Number of hours | |
| Benefits and challenges | <ul style="list-style-type: none"> ● To contribute in the development of young people by teaching them to read and write in the Arabic language |
| Indicators of success | <ul style="list-style-type: none"> ● Children are happy and engaged ● Children progress in their development |
| Training | <ul style="list-style-type: none"> ● Orientation ● Participation in training sessions |

Step 2: Risk Assessment

Assessing the risk associated with a position or task is essential to determine the appropriate screening measures. Screening is always related to the position or task, not the individual. Therefore, even a well-known volunteer who has been in the mission for a long time will be required to undergo reference and background checks if his or her responsibility is a high-risk task.

Risk potential can be considered along a continuum from low to high (0 to 10).

Factors to consider when establishing the level of risk are as follows:

- Participants: age, physical condition, degree of vulnerability
- Environment: activity location, physical layout, public/private
- Activity: nature of the service provided such as an animation, counseling or a visit
- Supervision: person present, direct, indirect, frequency
- Nature of the relationship: individual, group, intensity, intimacy

The risk analysis is generally based on the perception and judgment of the person responsible for implementing the policy. For this reason, it is recommended that at least two people work on this analysis to take account of different perceptions, sensitivities, and tolerance levels.

The risk analysis should be reviewed annually, and the same procedure should be followed for each activity or event.

The risk level of a job or task can be reduced by modifying one or more risk factors, such as the environment.

High-risk positions

- Member of the clergy
- Parish Screening Policy Coordinator
- Altar Server Coordinator
- Director of the children's choir
- IMAC and youth mission group coordinators and catechists
- Coordinator and catechists of the solemn communion preparation group
- Director and teachers of the Arabic school
- The Fanfare
- Coordinator and money counters
- Janitor

Risk Assessment Chart for Volunteer Positions

| | |
|---------------|--|
| Low risk | <ul style="list-style-type: none"> ● The activity is always conducted in a group. ● The activity does not require frequent contact with minors or vulnerable persons. ● The activity does not require the volunteer to establish a relationship of assistance, support or authority with a minor or vulnerable person. ● The activity does not require the volunteer to convey any faith-related content. ● The activity is carried out in the presence of a leader. ● The activity does not require access to or handling of money or food. ● The activity does not require access to confidential information. ● The activity does not require access to the parish keys. ● The activity does not require or encourage the transportation of people or goods in the volunteer's vehicle. ● The activity does not require access to sacred objects. ● The activity does not require access to potentially heavy or dangerous objects. |
| Moderate risk | <ul style="list-style-type: none"> ● The activity usually takes place on the parish premises and in the presence of other adults. ● The activity requires the volunteer to have little contact with minors or vulnerable people. ● The activity requires the volunteer to establish a short-term relationship of assistance, accompaniment or authority. ● The activity requires the volunteer to transmit faith-related content in the presence of a responsible person. ● The activity requires the volunteer to represent or act on behalf of the parish. ● The activity requires the volunteer to have access to money. ● The activity requires the volunteer to have access to confidential information. ● The activity requires the volunteer to have access to parish property or keys. ● The activity requires cooking or handling food. ● The activity requires the transportation of people or goods in the volunteer's vehicle. ● The activity requires access to sacred objects. ● The activity requires access to heavy or dangerous objects. |
| High risk | <ul style="list-style-type: none"> ● The activity requires the volunteer to work alone. ● The activity requires frequent contact with minors or vulnerable people. ● The activity requires the volunteer to establish a long-term relationship of trust, assistance, support or authority with a person. ● The activity requires the volunteer to transmit faith-related content with little or no supervision from a responsible person. ● The activity requires the volunteer to handle money. ● The activity takes place in a location with little or no supervision. |

To evaluate the level of risk

| | Low risk | Medium risk | High risk |
|------------------------------------|---|---|---|
| Participants | <ul style="list-style-type: none"> - Mature adults - People without physical or psychological limitations | | <ul style="list-style-type: none"> - Minors - Seniors - Sick people - People with disabilities - Person in difficulty (psychological, economic, etc.) |
| Environment | <ul style="list-style-type: none"> - Public place - In the presence of others - Group activity | <ul style="list-style-type: none"> - Room where supervision is possible (open doors, windows) | <ul style="list-style-type: none"> - Closed rooms - Participant's home - Private home - Car - Out of town or out of the country |
| Activity | <ul style="list-style-type: none"> - Administrative tasks - Filing, decoration | <ul style="list-style-type: none"> - Group facilitation - Catechesis - Sports activities | <ul style="list-style-type: none"> - Home visits - Spiritual accompaniment - Giving access to money, property or keys - Giving access to confidential information |
| Supervision | In the presence of a supervisor or a group | Occasional presence of a supervisor | No supervision |
| Nature of the relationships | No relationship with others | Personal relationships | One-on-one relationships |

| | Position or task | | | | | | | | | | Risks |
|------------------------------------|-------------------------|---------------|---|---|-------------|---|---|---|---|----|--------------|
| | Low | Medium | | | High | | | | | | |
| Participants | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| Environment | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| Supervision | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| Nature of the relationships | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

Step 3: Recruitment Process

When recruiting, we must begin the selection process that allows us to choose the right person for the right position. This process will also allow the person to discern if the new responsibilities are right for him/her based on the information provided in the job description.

Often, volunteer recruitment is informal and based on personal encounters, which can complicate the screening process. As a result, recruiters may feel uncomfortable formalizing all the necessary procedures. One way to do this smoothly is to hand out the job description sheet and explain, right from the start, that the parish has responsibilities and obligations and that all employees and volunteers must be subject to these formalities. Therefore, to avoid unpleasant surprises, it is best to provide information about screening methods. Experience has shown that people who are solicited easily understand the obligation of screening.

Step 4: Application Form / Identification Form

Each person, employee or volunteer, must complete the application/identification form. This form is used to collect basic information about the individual such as their name, address, contact information, experience, etc. This information will allow parishes to check references and backgrounds when the risk associated with the position is high. This form should be kept on file permanently.

Step 5: Interview

Any new person wishing to work in the Eparchy or its parishes will have to pass an interview conducted by at least two people. This interview will assess the applicant's interpersonal skills, education, experience and maturity, especially if the position is a high risk one:

- Attitudes: openness, respect, dedication, reliability, etc.
- Know-how (skills: communication, collaboration, teamwork, etc.)

During the interview, one must:

- Clearly describe the task
- Inform the candidate of his/her role, responsibilities and limitations
- Inform the candidate of any additional training required, follow-up and evaluation if applicable
- Be limited to a maximum of one hour
- Respect the rights and freedoms of individuals by asking only the necessary questions and not going into too much detail about their private lives (marital status, sexual orientation, medical information, etc.)
- Keep interview notes in a secure and confidential place

Sample Volunteer Interview Questionnaire

Name of candidate -----

Names of interviewers:

1. -----

2. -----

1. Why did you apply for this volunteer position?

2. a) What is the nature of your work (if applicable)?

b) How does your work relate to the volunteer position?

3. How do you understand your role as a volunteer?

4. What is your experience in volunteering?

5. What were your duties and responsibilities in your previous volunteering experiences?

6. In your opinion, how has your experience contributed to the development of your skills?

7. Were you faced with a situation where a friend or another volunteer asked you to share confidential information?

- a. If yes, how did you handle the situation?**
- b. If not, what would be the best way to handle the situation?**

8. What are your expectations of the mission that will be entrusted to you?

9. What are your strengths and weaknesses?

10. Do you have any areas of improvement?

11. Have you been in a situation where you had several tasks and projects at the same time? If so, how did you handle the situation?

12. What kind of attitude do you think is required for this position?

13. Why do you think you are the right person to fill this position?

14. What new contributions can you bring to the table concerning the spiritual enrichment of children? (Ability to create new learning situations)

15. Do you have any questions about this position?

Evaluation of the interview (for managers only)

Questions answered:

Candidate's personal qualities:

References:

- 1) Name of person: _____
Link: _____
Phone number: _____

- 2) Name of person: _____
Link: _____
Phone number: _____

Recommendation:

Second interview required: yes: no:
Application to be retained: Yes: No:

Date: -----

Signature of interviewers: -----

Step 6 - Reference Checking

In the identification form, we ask for at least two references. These will be used only for high-risk positions. These references may be employers, leaders, volunteers, parish priests or community members who are not related to the applicant. The check is conducted by telephone for a maximum of 10 minutes. The results must be kept secure and confidential.

For reference checks:

- Ensure that we have written authorization from the applicant before proceeding with the reference check.
- Introduce yourself and the Eparchy.
- Mention the purpose of the call.
- Mention that the call will last no more than 10 minutes and that the conversation will remain confidential.
- Describe the position as clearly as possible and ask how the candidate is qualified for the task.
- Ask open-ended questions and allow the person to speak freely while showing respect. Pay attention to the person's attitude, tone of voice or hesitations.
- Don't immediately rely on a negative reference. Sometimes problems are caused by the supervisor or the environment, not the candidate.
- Do not disclose any information about the applicant.
- Thank the person for their time.

N.B.: In our Melkite context, especially if the priest or the person in charge of the activity has prior knowledge of the candidate, a letter of recommendation is sufficient for this step.

Reference checks

Sample phone interview

Normally, when applying, the candidate has identified the type of relationship he/she has with the person. This must be taken into account during the interview.

Hello, my name is _____. I am calling on behalf of the parish, _____. Mr./Ms. (Name of applicant) has applied to volunteer with our parish and has given us your name as a reference.

Do you have a few minutes to answer some questions? First of all, I would like to make it clear that our conversation will remain confidential.

| | | | |
|---|----------------|------|--|
| Parish | | Date | |
| Name of the applicant | | | |
| Name of the referee | | | |
| Questions | Answers | | |
| How long have you known...? | | | |
| What is your relationship with...? | | | |
| What are the dominant traits of his/her character? | | | |
| Is this person open to criticism? | | | |
| What is his/her reputation? In terms of reliability, involvement in society... | | | |
| How are his interpersonal relationships? | | | |
| What motivates him most in life? | | | |
| Do you know if he/she has any previous experiences in accompanying vulnerable people? | | | |
| What position(s) did he/she previously hold? What was the nature of his/her work? | | | |
| How long did he/she work for you? | | | |
| Describe your experience with the candidate. | | | |
| How did this person fulfill his or her obligations in your organization? | | | |

| | |
|---|--|
| Were you satisfied with his/her work? | |
| How does this person work in an autonomous situation? Under stress? Within a team? | |
| What are his/her greatest strengths? | |
| What areas or skills could he/she improve? | |
| In your opinion, are there any reasons why he/she might not be able to carry out his/her tasks? | |
| Is there anything else you would like to tell me about him/her? | |

Step 7 - Criminal Record Check

A background check will be required for anyone applying for a high-risk position. Background checks are carried out within the framework of a Memorandum of understanding between the police services of the municipalities concerned and the Eparchy of Saint-Sauveur. The diocesan department in charge will ensure that parishes and other agencies under its authority are informed of the terms and conditions of these protocols. Background checks must be updated every three years.

Instructions for completing the attached form:

- The applicant must complete Section 1 of the form, sign and date Section 6 after carefully reading and giving their consent.
- In order to verify the applicant's identity, the applicant must also present at least two pieces of photo identification. Photocopies of these two documents will be attached to the verification request form once the originals have been verified.

According to the Memorandum of understanding with the SPVM, the results of the check will be forwarded as follows:

- When the police checks reveal no prior record, the SPVM investigating officer completes Form 1 entitled "Response to Request for Police Records Check" and forwards it to the parish.
- When the police checks reveal the existence of one or more backgrounds that the parish considers incompatible with the job to be filled, the SPVM investigator completes Form 2, lists the antecedents and forwards this information directly and solely to the candidate. In this case, the parish receives Form 3, "Confirmation of Search Completion" and is thus informed that the police check is complete. The eparchial department of the responsible pastoral ministry will then inform the direct employer of the existence of one or more priors in the file of the candidate in question. The latter must be contacted immediately by the parish priest who will ask him to communicate the detailed list of offences committed (Form 2), if the candidate or person in question still wishes to maintain his or her position. The parish priest, based on the nature of the infractions, must judge whether they are compatible or incompatible with the position held by the person in question. If it is incompatible, the person must be immediately redirected to another position that does not involve risk and contact with vulnerable persons.
- A record of the meeting describing the decision made and signed by those present will be filed in the candidate's file, without mentioning the nature of the infraction committed.

Step 8 - Orientation and Training

Once the person has been accepted, he/she must be considered on "probation" for a period of six months. This period allows both the employer and the volunteer to ensure that they have made the right choice. This stage allows us:

- To review with the volunteers the concrete aspects of the task, the objectives and expectations of the parish leaders and the internal functioning (procedures, authority, responsibility...).
- To familiarize people with the tools they will have to use (programs, catechetical paths, etc.).
- To become familiar with the code of ethics and code of conduct of the parish or diocesan organization.
- To get to know people better.
- The accepted volunteer candidate will sign a reciprocal commitment agreement with his/her parish. Any volunteer or paid candidate working with children must sign the code of ethics and the code of conduct.

Reciprocal Commitment Agreement (Name of the parish)

This individual agreement is part of the *(name of parish)* volunteer screening process. The parish recognizes that the cooperation of a volunteer is a testimony to his or her Christian faith and willingness to participate, under parish authority, in the religious work entrusted to him or her.

(The parish) is committed to *(Name of volunteer)*

- to entrust him/her with the following tasks:

(See concordance with the job description and add according to the needs of the parish)

- to respect the schedules and availability agreed upon;
- to listen to his/her suggestions, recommendations, opinions, needs, etc.
- to provide a prior and ongoing program of information, integration and training;
- to reimburse its expenses, previously authorized, incurred on behalf of the parish;
- to cover, by an adequate insurance, the risks of accidents caused or undergone by the volunteer within the framework of his/her activities;
- to recognize the value of their contribution to the mission of the parish community.

The parish may at any time and at its sole discretion terminate the collaboration of *(name of the volunteer)* by giving reasonable notice. The cause may be, among others, a change in the needs

of the parish, the failure of the volunteer to respect the commitments mentioned below or any other reason deemed sufficient by the parish.

(Name of volunteer) is committed to the *(name of parish)*:

- to respect the functioning of the parish and the persons in authority;
- to respect the code of ethics and the code of conduct prescribed by the parish;
- to be involved to the best of his/her ability in the activities entrusted to him/her;
- to respect the schedules and availability agreed upon and to inform the parish authority if it is not possible;
- to participate in the information meetings and training workshops offered.

(Volunteer's name) may terminate his/her collaboration at any time, giving reasonable notice wherever possible.

Signed at on

Name of parish leader _____

Volunteer's name _____

Step 9 - Supervision and Evaluation

All persons working in a parish or diocesan department will be supervised and evaluated by their supervisor (see Appendix 4). The methods and frequency of evaluation will vary according to the nature of the task and the risks associated with it. It is therefore necessary for a leader to plan the mode of evaluation in advance, to inform the person of it, and, where appropriate, to spend time with the person to observe, support, and comment on his or her gifts, talents, skills, style, strengths, and challenges.

In the case of positions of trust, supervision must be regular. Notes from these evaluations should be written down and kept indefinitely in the individual's file in a secure and confidential manner.

Step 10 - Participant follow-up

It is not enough to have taken the nine previous steps to believe that this ensures a safe environment. It is necessary to follow up with the beneficiaries of the pastoral action (or their families) and the volunteers who work there.

Regular meetings or telephone contact with participants and their families are a good way to ensure that the program is running smoothly and is of high quality. These meetings can also discourage an individual who might otherwise cause harm to someone without being detected. It is vital that parishes let all volunteers know that regular supervision and evaluation, including regular contact with participants and their families, is part of their management procedures and should not be seen as a personal threat.

Appendix 1 - Identification Form for new volunteers

| VOLUNTEER APPLICATION / IDENTIFICATION FORM | | | | | | | |
|--|--------|---------|-----------|----------|--------|----------|--------|
| Parish Name : | | | | | | | |
| | | | | | | | |
| Name | | | | | | | |
| First name | | | | | | | |
| Address | | | | | | | |
| Postal code | | | | | | | |
| Phone | Home | | Cellular | | Work | | |
| E-mail address | | | | | | | |
| | | | | | | | |
| Choice of volunteering positions that interest you: | 1. | | | | | | |
| | 2. | | | | | | |
| | 3. | | | | | | |
| If these choices are not available, would you consider another position? | | | | Yes | | No | |
| When would you be available to volunteer? | | | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Morning | | | | | | | |
| Afternoon | | | | | | | |
| Evening | | | | | | | |
| | | | | | | | |
| Do you have first aid training? If yes, what is its expiration date? | | | | Yes | | No | |
| Have you volunteered for another organization? | | | | Yes | | No | |
| If yes, please describe your duties and responsibilities. | | | | | | | |
| | | | | | | | |

How can your experience and skills contribute to this volunteering position?

What benefit(s) do you expect to gain from this volunteering position?

Appendix 2 - Identification form for existing volunteers

| IDENTIFICATION FORM FOR EXISTING VOLUNTEERS | | | | | | |
|---|-------------|--|-----------------|--|-------------|--|
| Parish Name: | | | | | | |
| | | | | | | |
| Name | | | | | | |
| First name | | | | | | |
| Address | | | | | | |
| Postal code | | | | | | |
| Phone | Home | | Cellular | | Work | |
| E-mail address | | | | | | |
| Date of birth | | | | | | |
| | | | | | | |
| Position(s) and responsibilities currently held by the volunteer | 1. | | | | | |
| | 2. | | | | | |
| | 3. | | | | | |
| How long have you been volunteering in our parish? | | | | | | |
| Have you taken the abuse prevention training offered by the Eparchy? If not, it is mandatory to do so. | | | | | | |
| Do you have first aid training? If yes, what is its expiration date? | | | | | | |

Appendix 3 - Agreement

| By initialing below, I acknowledge that I have read, understood, and agreed to | Initials |
|--|-----------------|
| Act with consideration towards any person who requires these services. Show courtesy, kindness, attentiveness and openness. | |
| Establish healthy relationships with people regardless of their age, gender, ethnic origin, sexual orientation, socio-economic status or any physical or cognitive deficiency. | |
| Treat everyone fairly in accordance with the rules set in this code. | |
| Respect individuals and the work environment by promoting collaboration, mutual assistance, confidentiality and mutual respect. | |
| Maintain a professional distance when dealing with minors and vulnerable persons, as with any other person with whom we intervene. | |
| Prohibit abuse in all its forms, whether it be abuse of power, sexual abuse, spiritual abuse or other forms. | |
| Be vigilant in the accompaniment so as not to impose one's thinking. | |
| Valuing and strengthening the ability of others to think and act for themselves. | |
| Respect freedom of expression and opinions, as long as they do not infringe on the rights and freedoms of others. | |
| Accept that one's ideas may be challenged by people with a different opinion or path. | |
| Recognize the primacy of parents in their children's education and respect their competence in their parental role. | |
| Take seriously any disclosure of abuse of a minor or vulnerable person by a colleague, volunteer, or any other person. | |
| Be responsible for my personal and professional conduct, actions and words. | |
| Exercise caution by taking the necessary measures to ensure the physical, emotional, social, moral and spiritual health of all persons with whom I intervene. | |
| Report any situation that may present a risk to personal health and safety of others in the context of organized activities. | |
| Protect the confidentiality of personal information collected in the course of duties, including information related to a person's private life and information concerning colleagues or committee members. | |
| Exercise discretion with respect to information obtained in the course of duties, especially that which is considered confidential or intimate and which may be related to spiritual guidance or confession. | |
| Refer to an appropriate authority any person whose confidences exceed my professional competence. | |
| Perform my duties in accordance with the values set forth in this Code of Ethics and Conduct and to comply with any other policies or protocols in effect within the organization. | |
| Intervene with rectitude, moderation and objectivity. | |
| Observe rigorously, in all my actions, the principles of justice and morality. | |

Appendix 4 – Evaluation Form

| | | | | |
|-----------------------------------|-----------------------|------------------------------|-------------|------------------|
| Volunteer's name | | Position held | | |
| Name of the evaluator | | Evaluator's title | | |
| Date of evaluation | | | | |
| FEATURES | | | | |
| QUALITY | UNSATISFACTORY | SATISFACTORY | GOOD | EXCELLENT |
| Active and involved member | | | | |
| Organization of work | | | | |
| Quality of the animation | | | | |
| Leadership | | | | |
| Independent work | | | | |
| Taking initiative | | | | |
| Group work | | | | |
| Relations with colleagues | | | | |
| Relations with youth | | | | |
| Honesty | | | | |
| Integrity | | | | |
| Creativity | | | | |
| Technical skills | | | | |
| Conflict management | | | | |
| Reliability | | | | |
| Punctuality | | | | |
| Attendance | | | | |
| COMMENTS AND APPROVAL | | | | |
| | | | | |
| Volunteer's signature | | Evaluator's signature | | |