

Volunteers In Youth Ministry

(Steps for screening volunteers)

Recruiting and maintaining adult volunteers involves planning. The Coordinator of Youth Ministry, therefore, must have a vision of those qualities necessary for fulfilling the responsibilities required of an adult volunteer. The following points will assist the Youth Coordinator in recruiting people for youth ministry.

Qualities to look for in adult volunteer:

- 1) Practices the Catholic faith
- 2) Reasonably knowledgeable, and believes in and supports the teachings of the Catholic Church.
- 3) Comfortable relating to young people and genuinely likes teens.
- 4) Able to make a commitment and follow through
- 5) Willing to serve and put others first
- 6) Able to listen to and be available to teens
- 7) Is enthusiastic
- 8) Has a sense of humor (it helps!)
- 9) Is trustworthy; must be of good character, reputation, background and record
- 10) Is prayerful
- 11) Maintains appropriate, professional boundaries with youth

Process for recruitment of volunteers:

The Coordinator of Youth Ministry calls the prospective volunteer or volunteers for an appointment or a group meeting at their mutual convenience. At the appointed time, the Parish Youth Ministry Coordinator covers the following with the prospective volunteer:

- 1) Discusses the “Mission Statement” and/or other goals and objectives of the Youth Ministry program
- 2) Discusses the importance of the laity helping to fulfill the “Mission Statement” and/or the goals and objectives
- 3) Provides the prospective volunteer with a copy of the Job Description, the Diocesan Application for Employment or Volunteer Service (pages 27-28), the Volunteer Code of Conduct of the Diocese of Little Rock, and the Background Screening forms. (if applicable)
- 4) Asks the prospective volunteer to reflect prayerfully for a few days, then call and ask for a response.
- 5) If the response is positive and the potential volunteer submits the application, the Youth Coordinator must:
 - a. Review carefully the prospective volunteer’s Application for Employment and Volunteer Service to determine whether it discloses disqualifying information.
 - b. Check references provided by the prospective volunteer, and additional references as the Youth Coordinator deems appropriate, to determine if there is disqualifying information about the volunteer. (A sample telephone reference sheet is in this handbook)
 - c. After determining that the volunteer would be a good prospect for working with youth in ministry, the volunteer should meet with the Youth Coordinator or Pastor and should discuss any parish emergency procedures, child abuse reporting procedures, and transportation policies. The volunteer should then sign and date the Volunteer Acknowledgement. (Sample forms can be found in the Screening Procedure Section of this handbook)
 - d. The Youth Coordinator assures that the volunteer attends the Safe Environment training program.