



Plant / Operations Commission
Safe Environment Team (SET) Member
Position Description

Reports To:

Safe Environment Team Coordinator.

Ministry Purpose / Objective:

To assure that all requirements of the Charter for the Protection of Children and Youth Mandate are followed in order to provide our children and youth of the parish a safe environment protected against emotional, physical and sexual abuse in order to grow in the faith.

General Responsibilities of All Ministry Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Safe Environment Team Member Leader:

- Working knowledge of the Charter for the Protection of Children and Youth policy and procedures as well as recognizing child abuse.
- Background screening packet preparation which includes duplicating, collating, placing in special printed manila envelopes.
- Data entry of background screening information into the Integrated Screening database.
- Update Diocesan database with training dates.
- Maintain progress chart of each volunteers approval status
- Follow up with Integrated Screening on status of background check for approval or disapproval.
- Mail out reference requests.
- Track return of references and review and initial references.
- Prepare and distribute training certificates as needed
- Set up room for training with tables seating arrangements, laptop and LCD projector and screening area.
- Reserve rooms for training and meetings as well as annual reservation request.
- Assist volunteer trainees with completion of application, references and vital background screening information.
- Duplicate sign in forms, pre and post test, evaluations and have available at trainings.
- Make duplicate copies of completed pre and post tests, evaluations, sign in form and mail to Diocesan Director for the Protection of Children and Youth.

- Notify via e-mail Diocesan Director for the Protection of Children and Youth dates of trainings for Diocesan dissemination on Website.
- Serve as Clinician at training meetings in case abuse issues surface with participants and follow Charter procedures for handling such cases.
- Serve as a presenter and facilitator at trainings on Recognizing Child Abuse by utilizing prepared Power Point presentation.
- Follow up with Coordinators of Children Faith Formation and JYM/TYM to make sure all active catechists and volunteers working with children are in compliance.
- Distribute or delegate distribution of annual abuse pamphlets and information at the beginning of each Faith Formation year to parents with children participating in Faith Formation.
- Check periodically with Children's Faith Formation and TYM/JYM Coordinators for catechist volunteers needing retraining or becoming in-active. Notify Diocesan Director for Protection of Children and Youth to archive inactive volunteers. Maintain or input on trainee database.
- Coordinate online computer retraining. Be familiar with process and provide instruction and set up.
- Set up and input volunteer status, etc on ACS.
- Prepare storyboards, etc for Commission/Stewardship Fairs
- Man tables and recruit at Commission/Stewardship fairs
- Prepare notification letters and send to volunteers needing training and handle sign ups.

Special Activities:

- Training and Orientation.
- Semi-annual convocations.

Meetings:

- As necessary according to coordinator.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Training Sessions

Average Time (may vary):

2½ hours/training

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational skills.
- Reads both verbal and nonverbal cues
- Personable
- Confidentiality