Volunteer Administration Best Practices
Diocese of Houma-Thibodaux
Volunteer Administration Best Practices

Q – Can volunteers be used as part of Church ministries?

A – Volunteers are an important aspect of Catholic Church ministries. When appropriate, volunteers should be used in assisting with the Church’s mission.

Q – What can be done to ensure that volunteers are safe and volunteer activities do not create unnecessary risk for the Church?

A – Catholic Mutual Group offers a variety of volunteer information which can be accessed by logging into the Catholic Mutual website, www.catholicmutual.org. Login: 0352hou Password: service, and selecting Risk Management Info.

Volunteer administration best practices are available to assist in the management of volunteers. Available resources include a brochure designed for volunteers, the Volunteer Quick Guide and a complete Volunteer Risk Management Manual. To get you started in successfully managing your volunteer program, consult the checklist below.

CHECKLIST

- Selection
  - Background check (as needed for Safe Environment compliance) has been completed
  - Safe Environment training has been done

- Volunteer Assignment
  - Appropriate age for volunteer position has been verified
  - Volunteers meet qualifications of the position
  - Volunteers have thorough understanding of what tasks are to be completed
  - Parental permission has been obtained for volunteers under 18

- Volunteer Orientation
  - Volunteers clearly understand duties
  - Supervision is in place
  - Volunteers have been trained on the proper use of equipment needed for the position
  - Volunteers have been given personal protective equipment (PPE) required to perform the task
  - Volunteers know what to do in case of injury
  - Volunteers have been given the Volunteers and the Catholic Church brochure

- Volunteer Drivers
  - Have completed Be Smart – Drive Safe training
  - Are a minimum 21 years of age or older
  - Possess a valid driver’s license and current license and vehicle registration
  - Have appropriate insurance requirements for vehicle in place ($100,000/$300,000)
  - Have undergone a Motor Vehicle Record Check (MVR)
  - Have been made aware that NO cell phones or other hand-held electronic devices can be used while driving

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