

A. Record Keeping Checklist for Volunteer Minister's File

CONFIDENTIAL

Name of Volunteer Minister: _____

Ministry Position: _____ Ministry Coordinator: _____

| Requirements Covered Please date and initial once requirement has been completed and placed in file | Date & Initial | Date & Initial | Date & Initial | Date & Initial | Date & Initial | Date & Initial | Date & Initial | Date & Initial | Date & Initial | Date & Initial | Date & Initial |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Volunteer Information and Application Form | | | | | | | | | | | |
| Ministry Role Description given to volunteer | | | | | | | | | | | |
| Guidelines for Volunteer Ministers given to volunteer | | | | | | | | | | | |
| FOR HIGH RISK MINISTRY ONLY | | | | | | | | | | | |
| Interview | | | | | | | | | | | |
| Interview Summary Form | | | | | | | | | | | |
| Reference Checks | | | | | | | | | | | |
| Reference Check Summary Form | | | | | | | | | | | |
| Sealed Police Records Check | | | | | | | | | | | |
| Offence Declaration (required each year in between record checks) | | | | | | | | | | | |
| Supervision/Feedback | | | | | | | | | | | |
| Resignation/Termination | | | | | | | | | | | |

Other documentation that can be included in file:

- Ministry Role Description, Letters of Praise, Copy of Certifications, Appreciation Awards, Feedback/Evaluations, Information the volunteer would like to insert