



**Parish/ Organization Name**

**Screening in Faith**

**Appendix D**

**Risk Assessment Checklist For Each Position**

**Instructions:** If volunteers/ employees are active in more than one ministry position, they need to be screened for the position with the highest level of risk. If volunteers/ employees change positions, the extent of the screening used for the previous position needs to be appropriate for the new one. If not, conduct additional screening as necessary. Consider the examples listed under each factor. When the checklist is complete, view the graph and assess the overall risk.

**Position Title:** \_\_\_\_\_

<b>Risk Factor</b>	<b>Little 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>A lot 5</b>
<b>Degree of Vulnerability of Participant</b> Vulnerability can be due to age, infirmity, dependency, isolation, or personal circumstance such as grief or job loss. Ministry by its very nature reaches out to those in need. How vulnerable are those being served by this ministry?					
<b>Degree of Power/Authority given the Leader</b> Power and authority ensures that the responsibilities can be carried out. Power can range from personal respect to the formal appointment of a churchwarden. How much power and authority has the church given this position?					
<b>Degree of Trust</b> Trust grows with time and intensity of the relationship. Ministry that involves frequent visits and discussions of personal/ private matters will require a high degree of trust. Oversight of financial and property resources will also require a high degree of trust. How much trust are we placing in this position and how much trust will the participant be giving the person in this position?					
<b>Degree of Leader Independence</b> Supervision can range from being onsite and present at all times to acquiring infrequent verbal reports. How independent is the leader in this ministry?					
<b>Degree of Risk of the Activities</b> Some activities are inherently risky and could involve physical contact or a health and safety concern such as driving another person, or outdoor or adventure events. All residential programs that put the leader in the role of caregiver involve risky activities. What activities will be part of this ministry and how much risk for harm is there in these activities?					
<b>Degree of Isolation</b> Ministry takes place in many different settings, from crowded worship spaces to private residential settings. Sometimes public worship spaces can be isolated spaces when they are empty. Or ministry can place a person in an unpredictable remote, offsite setting where there is little control over the environment. What is the potential for being isolated or in a one-on-one relationship in this ministry?					

**Overall Risk Assessment Rating** \_\_\_\_\_  
 (Low, Medium, High)

Date

Signature

**Keep in Parish Office and review every Fall/January**