

To: Volunteers at Holy Cross
Re: Volunteer Applications and Criminal Record Checks

The Roman Catholic Diocese of Victoria's Responsible Ministry and Safe Environment Policy requires every church volunteer to fill out an Application and a Covenant of Care form. These are confidential and will be filed in the Parish Office.

In addition, volunteers who at any time could be expected to work or be with any of the following groups need to have on file an updated Criminal Record Check, which is good for 5 years:

1. Minor aged person(s) such as in Catechism, children's Liturgy, youth ministry
2. Vulnerable person(s) such as the ill, homebound, or elderly
3. Financial duties of any sort
4. Bookkeeping or bank accounts

The process for completing your Criminal Record Check is as follows:

- 1) Complete your Application form and return it to the Parish Office
- 2) Once the Responsible Ministry Rep checks your references, she will phone you and give you a code to access the on-line Criminal Record Check web site.
- 3) You will complete your CRC online
- 4) Your approval will be sent directly to the Responsible Ministry at the Diocese who will then let the Parish know you are approved and may start your volunteer work.

If you have any questions at all or if you need help with the on-line process, please do not hesitate to contact Martha Oleson at (250) 477-6455 or moleson@shaw.ca or Leah Wilcock at (250) 589-8171 or leah.wilcock@gmail.com.

Kind Regards,

Martha Oleson
Leah Wilcock
Responsible Ministry Team
Holy Cross Parish