

Parish Volunteer Requirement Matrix																						
Ministry	Vol. Data Form Part A-C	Vol. Data Form Part D-G	Confidentiality	Stat Decl	Blue Card	Police Check	Prior Conduct Statement	Safe Conduct Standards	Safeguarding Training	Parish Induction	Privacy	WHS	Bullying	Sexual Harassment	Electronic Communication/Social Media	Diversity	Consumer Law	Misleading Conduct	Engagement letter	Task description	Referees provided	Performance reviews
Frequency of Training - repeat years					3	3			3		OC	OC	OC	OC	OC			OC	OC	OC	OC	3
Minimal Level Risk (Participant)																						
Choir member (Adult Only Choir)																						
Choir member (Adult/Child Choir) - fully supervised																						
Collectors																						
Data Projector operator																						
Flower Arrangers																						
General Volunteer - annual/adhoc/one-off																						
Greeters at Mass (welcomers)																						
Liturgy Committee Members (Adult)																						
Musicians (without keys)																						
Offertory Procession																						
Organist (without keys)																						
Prayer Group Coordinator																						
Volunteers that Register through the Welcome Portal		✓	✓				✓	✓	L1													
Low Level Risk (Active Involvement)																						
Care and Concern - Hospitality after funerals etc	✓	✓					✓	✓	L1	✓												
Cleaners - in locations where no children are present and not associated with a school; and don't have keys	✓	✓					✓	✓	L1													
Extraordinary Minister of Holy Communion (Mass)	✓	✓		✓			✓	✓	L1	✓												
Friendship / Seniors Group Coordinators	✓	✓	✓	✓		✓	✓	✓	L1	✓												
Hospitality (Morning Tea & after mass cuppas etc.)	✓	✓					✓	✓	L1	✓												
Piety Stall Helpers	✓	✓					✓	✓	L1	✓												
Piety Store Convenor (small operation)	✓	✓		✓		✓	✓	✓	L1	✓												
Readers / Lector	✓	✓		✓			✓	✓	L1	✓												
Social Justice Group Coordinator	✓	✓	✓				✓	✓	L1	✓												
Young Adult Group Coordinator - (Over 18's)	✓	✓	✓	✓		✓	✓	✓	L1	✓												
Moderate risk level																						
Altar Server Co-ordinator/Trainer	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Acolyte	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓									✓	✓	✓	✓
Altar Servers (over 18 years)	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓									✓	✓	✓	✓
Care and Concern - Home Visits to adults only	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Care and Concern - Home Visits to Families	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Catechist	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Cathedral Guide & Welcomer	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Cathedral Guide & Welcomer Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Children's Liturgy Co-ordinator / Leader	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Cleaners - attached to a school and close proximity to children	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓										
Cleaners - with keys for access and unsupervised	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓							✓			
Choir/Music Conductor (Child/Adult group)	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓			
Counters	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓							✓	✓		
Fund raising event coordinator - trivia night, fete, raffles	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓										
Groundsman/Gardeners (vol)	✓	✓	✓	✓			✓	✓	L1	✓	✓	✓										
Groundsman/Gardeners (vol) - within proximity to school grounds	✓	✓	✓	✓	✓		✓	✓	L1	✓	✓	✓										
Organist/Musicians (with keys)	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓							✓			
RCIA Leader -adult only	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓							✓	✓	✓	✓
RCIA Leader -incl. minors	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Sacramental Preparation or Program Coordinators / Leaders	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Sacristan	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Youth Group Leader	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
High risk level																						
Administrator in Parish Office (> 5 hours/week volunteer)	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Community Leaders - Ethnic & Faith Communities	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Extraordinary Minister of Holy Communion to sick (Hospitals, etc)	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Extraordinary Minister of Holy Communion to sick (Private Residence)	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finance Council Member	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓							✓	✓	✓	✓
Hospital Chaplain	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outreach - Homeless Support including children	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pastoral Council Member	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓							✓	✓	✓	✓
Piety Store Convenor (large turnover and product range)	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓					✓	✓	✓	✓	✓	✓
Safeguarding Local Officer	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓							✓	✓	✓	✓
Transport Ministry	✓	✓	✓	✓	✓	✓	✓	✓	L1	✓	✓	✓							✓	✓	✓	✓
Youth Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	L2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Changes made to this matrix in September 2020 are highlighted. The Code of Ethical Behaviour will shortly be replaced by the Safe Conduct Standards, and a new form, Prior Conduct Statement, is to be introduced.

NOTE: All volunteers who register through the Volunteer Welcome Portal, irrespective of their role, will be required to complete the Safe Conduct Standards, Prior Conduct Statement, Confidentiality Agreement, and watch the Level 1 Safeguarding Training Video.

OC	On Commencement
L1 - Safeguarding Essentials Video	Safeguarding training level 1 video (approx 30 mins) required for all volunteers
L2 - Applied Safeguarding Training (face to face)	Safeguarding training level 2 (approx 90 mins) is appropriate for those people whose usual work involves delivering ministries, services or activities with children and vulnerable adults
Left columns in grey and white	Document related and Safeguarding Training
Centre columns shaded pink	Other mandatory training related
Left columns in green	Organisation responsibility to volunteers

Other Notes:
 Considerations for requirements may include is there a school on-site; does the work occur during school hours
 Current registered Teachers and Police Officers are not required to complete Police Checks

People and Culture - HR Department

ARCHDIOCESE OF BRISBANE
 Effective 27 January 2021

