

Volunteer Recruitment

REINTRODUCTION OF THE PUBLIC CELEBRATION OF HOLY MASS

Steps:

1. Determine the number of Mass celebrations your parish will hold during the week, including days and times. This information will inform as to how many volunteers will be required for each mass.
2. Begin recruiting for the Safety Coordinator role. These individuals will work closely with you on ensuring that all health and safety requirements are met during each Mass that they are assigned to oversee as well as assist with the recruitment, scheduling and supervision of the other volunteer roles. Ideally, they will have some knowledge of health and safety having worked directly in the field or through their employer.
3. Suggestion: select a 'Lead' Safety Coordinator out of those who apply to volunteer in the role. This individual will conduct an assessment of the church facility with you as well as review the internal guidelines provided by the Diocese and identify potential issues and the necessary preventative measures that will need to be implemented prior to conducting your first public Mass.
4. In discussion with your Lead Safety Coordinator, establish the following:
 - a. number of Safety Coordinators needed throughout the week based on the days and times of each Mass and number of individuals who applied
 - b. number of additional volunteers needed for each Mass (i.e. Ushers, Point of Entry Team Members, Cleaning & Disinfecting Team Members)
 - c. determine how parishioners will 'sign-up' to attend mass
 - d. determine how attendance will be taken as people enter the church facility
 - e. determine how training will be provided for each of the other volunteer roles and who will provide the necessary training (i.e. Lead Safety Coordinator to train the other Safety Coordinators; Safety Coordinators to train their assigned volunteers)
5. Suggestion: Review your existing list of volunteer Ushers and assign a 'Lead Usher' role to one of them who is willing and able to work with the Safety Coordinators on recruiting and scheduling other users for each scheduled Mass
6. Ensure that all volunteers have completed the required Safe Environment screening for their assigned role as follows:
 - a. Safety Coordinator:
 - Completed a Volunteer Information Form
 - Vulnerable Sector Police Information Check
 - Completed Armatus online training – 4 required modules
 - Signed the Agreement to Model Code of Conduct

- b. Usher, Point of Entry Team Member and Cleaning & Disinfecting Team Member
 - Completed a Volunteer Information Form
 - Completed Armatus online training – 4 modules
 - Signed the Agreement to Model Code of Conduct

If an individual has completed the screening requirements previously they do not need to do so again. Copies of their documents should be on file in the parish.

Action:

- Email parishioners indicating that as part of your preparations for reintroducing the celebration of Holy Mass that the parish has volunteer opportunities available to assist during the Celebration of Holy Mass.
- List each available role in your email so that individuals can begin to apply.
- Attach position description for each role (included in this document).
- Include your contact information for those individuals interested in applying.

