



Parish Volunteer Requirement Matrix																	
Ministry	Vol. Data Form Part A-C	Vol. Data Form Part D-G	Safeguarding Policy Training Code of Ethical Behaviour	Confidentiality	Stat Decl	Blue Card	Police Check	Parish Induction	Privacy	WHS	Bullying	Sexual Harassment Electronic Communication / Social Media	Diversity	Consumer Law	Misleading Conduct		
Frequency of Training									OC	OC	OC	OC	OC			OC	
- repeat years			2			3	3		5	3	5	5	3			5	
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																	
Musicians (without keys)																	
Offertory Procession																	
Organist (without keys)																	
Low Level Risk (Active Involvement)																	
Care and Concern - Hospitality after funerals etc	✓	✓															
Extraordinary Minister of Holy Communion (Mass)	✓		✓		✓	✓	✓	✓									
Hospitality (Morning Tea etc.)	✓		✓					✓									
Readers	✓		✓			✓	✓	✓									
Moderate risk level																	
Altar Server Co-ordinator/Trainer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Altar Servers (over 18 years)	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Care and Concern - Home Visits to adults only	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Care and Concern - Home Visits to Families	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Catechist	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Cathedral Guide & Welcomer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Cathedral Guide & Welcomer Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Children's Liturgy Co-ordinator / Leader	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Cleaners	✓	✓		✓	✓	✓	✓	✓	✓	✓							
Choir/Music Conductor (Child/Adult group)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Counters	✓	✓		✓	✓	✓	✓	✓	✓								
Finance Council Member	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						✓	
Groundsman/Gardeners (vol)	✓	✓		✓	✓	✓	✓	✓	✓	✓							
Organist/Musicians (with keys)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Pastoral Council Member	✓	✓	✓	✓	✓	✓	✓	✓	✓							✓	
RCIA Leader -adult only	✓	✓	✓	✓	✓	✓	✓	✓	✓								
RCIA Leader -incl. minors	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Sacramental Preparation or Program Coordinators	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Sacristan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Youth Group Leader	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
High risk level																	
Extraordinary Minister of Holy Communion to sick (Hospitals, etc)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Extraordinary Minister of Holy Communion to sick (Private Residence)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Hospital Chaplain	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Piety Store Convenor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓			
Safeguarding Local Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Transport Ministry	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Visitors to the Sick (other)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Youth Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					

OC: On Commencement

People and Culture - HR Department
ARCHDIOCESE OF BRISBANE