

Making the Screening Decision

Apply the Screening Standards.

All screening standards must be applied equitably and consistently. Do not lower the standards and do not skip steps. It is the nature of the position not the nature of the person holding the position which determines the standard. It is the responsibility of the organizational leadership (bishop, churchwardens, director, incumbent, priest-in-charge) to ensure that screening standards are implemented in the parish or organization.

Make a Selection Decision Based on Screening Information.

To make the selection decision:

1. Review the documented material.
2. List the screening standards and where concerns were raised, if any.
3. Obtain more information, if needed, e.g. a second interview.
4. Assess the information based on the nature of the ministry, services and activities provided; the degree of vulnerability of the participant; the relevant ethical and spiritual principles associated with the ministry and the potential risk for harm.
5. Assess the information objectively and consistently.
6. Determine suitability by exercising “best judgment.”

If the information obtained through the screening procedures does not raise any concerns, then the applicant can be accepted into the ministry position. (Sample Acceptance Letter) If a decision is made not to accept the person for a ministry position, they must be informed. (Sample Refusal Letter)

Those implementing the screening process and making the selection decisions may be the churchwardens, incumbent, organizational leader or individual who directly oversees the ministry. The selection decision is not communicated to the individual being screened until the incumbent or organizational leader ratifies the decision

and signs the Screening Checklist. If there are concerns raised in the screening process, then the incumbent or organizational leader should be consulted.