

**Anglican Church of Canada
Diocese of Fredericton**

Regulation 4-4: Diocesan Safe Church

Schedule A - Risk Management Guide

Appendix 1: A List of Ministry Positions

Purpose and Intent:

It is essential that the risk rating be established for all positions of all ministries associated with the Church, including all events, activities and programs that involve children, youth or vulnerable adults, including but not limited to the following types of ministries:

- Short-term; Intermediate-term; Long-term;
- Ad-hoc or planned;
- Single occurrence or repetitive;
- Conducted periodically (i.e. weekly, monthly, annually) or continuously (e.g. church camps lasting two or more days);
- Conducted on Church property, off-site or in a vehicle;
- During periods when transporting people between venues;
- During week-day(s), week-end(s) and/or over-night;
- Clergy, Lay-Leaders, Volunteers, Employees of the Diocese, Cathedral Corporation, Parish Corporation or Diocesan Camp;
- Any person involved directly with the activity, event or program and who receives a stipend or is paid a salary or receives any other form of remuneration by the Diocese, Cathedral Corporation, Parish Corporation or Diocesan Camp;
- Positions of authority, trust or responsibility for the safety and well-being of children, youth and vulnerable adults during the church activity, event or program.

Instructions:

The Leader shall:

Step #1: Copy this Appendix: A List of Ministry Positions.

Step #2: Check-off all positions that apply for each sponsored activity, event or program. If a ministry position is not listed in the table, add it to the table using an available “Other” category located throughout or at the bottom of the table; assign a risk rating that is consistent with the definitions of ‘Low-Risk’ and ‘High-Risk’, as specified in Schedule A: [Risk Management Guide](#).

Step #3: Review with the Bishop, Dean, Incumbent, Parish Warden and/or Camp Director the real or perceived risk events, their associated risk ratings, and an action plan to avoid/mitigate negative risk events and to promote beneficial outcomes (positive risk events) prior to delivery of the sponsored activity / program, in accordance with s. 2(3), [Risk Management Guide](#).

Check Applicable Ministry Position(s)	Description of the Ministry Position	Risk Rating (High, Medium, or Low)
	A.C.W. President or Member	High
	Altar Guild – Co-ordinator / Leader / Member	High
	Arranger – Church Picnics or BBQ Fellowships	High
	Arranger - Coffee Fellowship	High
	Arranger – Fundraiser Event	High
	Arranger - Shared Meals Fellowship	High
	Arranger – Sleigh Ride Fellowship	High
	Arranger - (Other event):	TBD
	Audio-visual controller	Low
	Building and/or Grounds Caretaker	High
	Building supervisor or manager	High
	Bulletin folder (Church Office Volunteer)	Low
	Camp – Director	High
	Camp – Youth Leader	High
	Camp – Maintenance or Utility Worker	High
	Camp – Paid Staff (Specify role):	High
	Camp – Volunteer Staff (Specify role):	High
	Chalice Bearer/Lay-Eucharist Leader	Low
	Christian Education Coordinator/Superintendent	High
	Cleaner or Sexton	High
	Clergy – Bishop	High
	Clergy – Dean	High
	Clergy - Curate	High
	Clergy –Deacon (Transitional or Vocational)	High
	Clergy - Deacon-in-Training	High
	Clergy – Priest, Rector and/or Incumbent	High
	Clergy – Visiting Cleric	High
	Consultant – Specify Role:	TBD

Check Applicable Ministry Position(s)	Description of the Ministry Position	Risk Rating (High, Medium, or Low)
	Diocese – Christian Education Director	High
	Diocese – Council, Committee or Team Chair or Member	Low
	Diocese – Diocesan Misconduct Officer	High
	Diocese – Diocesan Assistant Misconduct Officer	High
	Diocese – PRISM or Safe Church Instructor/Trainer	Low
	Diocese – Safe Church Committee Chair or Member	High
	Diocese – Synod Office Support Staff	Medium
	Diocese – Diocesan Synod Delegate or Alternate	Low
	Diocese – General Synod Delegate or Alternate	Low
	Diocese – Provincial Synod Delegate or Alternate	Low
	Diocese – Treasurer	High
	Diocese – Communications Officer	High
	Diocese – Youth Director	High
	Diocese – Other (Specify Role):	TBD
	Driver – Children/ Youth/Vulnerable Adults	High
	Driver – Adults	Low
	Driver –Multi-passenger Vehicle / Van / Mini-Bus	High
	Education/ Conference/Bible Study - Adult Study Group Leader or Member	Low
	Education/Conference /Bible Study - Mixed Study Group Leader or Member	High
	Education/Conference/Bible Study - Seniors’ Adult Study Group Leader or Member	High
	Education/Conference/ Bible Study - Youth Study Group Leader or Member	High
	Greeter Co-ordinator	Low
	Greeter, support of general congregant	Low
	Greeter, support of people with disability or infirmity	High
	Intercessor (Public Worship)	Low
	Lay Reader	High
	Librarian	High
	Mission & Outreach Team – Coordinator or Member : Boys	High

Check Applicable Ministry Position(s)	Description of the Ministry Position	Risk Rating (High, Medium, or Low)
	and Girls Club	
	Mission & Outreach Team – Coordinator or Member : Meals to Wheels Club	High
	Mission & Outreach Team – Coordinator or Member: Community Garden	High
	Mission & Outreach Team – Coordinator or Member: Community Kitchen	High
	Mission & Outreach Team – Coordinator or Member: Emergency Shelter	High
	Mission & Outreach Team – Coordinator or Member: Food Bank	High
	Mission & Outreach Team – Coordinator or Member: Home Visitation	High
	Mission & Outreach Team – Coordinator or Member: Messy Church	High
	Mission & Outreach Team – Coordinator: PWRDF	Low
	Mission & Outreach Team – Coordinator: Special Diocesan	TBD
	Mission & Outreach Team – Coordinator: Other	TBD
	Mission & Outreach Team– Member: Other	TBD
	Mother’s Union – President or Member	High
	Music Ministry - Adult Choir Director or Member	Low
	Music Ministry – Cantor	High
	Music Ministry - Band Leader or Band Member	High
	Music Ministry - Hand-bell Choir Leader or Member	High
	Music Ministry – Church Musician	High
	Music Ministry – Organist or Pianist	High
	Music Ministry - Sunday School Musician	High
	Music Ministry - Youth / Junior Choir Director or Member	High
	Music Ministry - Worship Team	High
	Music Ministry - Other (Specify):	TBD
	Office Supervisor / Administrator	High
	Parish Admin. – Administrative Assistant	High
	Parish Admin.– Care-worker	High
	Parish Admin.– Envelope Secretary	Low

Check Applicable Ministry Position(s)	Description of the Ministry Position	Risk Rating (High, Medium, or Low)
	Parish Admin. – Flower Convener	High
	Parish Admin. – Janitor / Cleaner / Sexton	High
	Parish Admin. – Newsletter Editor	Low
	Parish Admin. – Nurse	High
	Parish Admin. – Nursery/ Crèche Coordinator	High
	Parish Admin. – Nursery Attendant	High
	Parish Admin. – Parish Advisory Committee Leader or Member	Low
	Parish Admin. – Secretary	High
	Parish Admin. – Sunday School Coordinator or Superintendent	High
	Parish Admin. – Sunday School Teacher	High
	Parish Admin. – Treasurer	High
	Parish Admin. – Usher	High
	Parish Admin. – Vestry Clerk or Member	High
	Parish Admin. – Visitation Program Coordinator	High
	Parish Admin. - Visitor	High
	Parish Admin. – Volunteer Program Coordinator	High
	Parish Admin. – Warden	High
	Reader / Scripture Reader	Low
	Server Instructor	High
	Servers	High
	Servers’ Lay-Director/ Lay-Supervisor	High
	Sidesperson/Usher/Greeter Co-ordinator	High
	Sidesperson/Usher/Greeter, support of general congregant	Low
	Sidesperson/Usher/Greeter, support of people with disability or infirmity	High
	Sound Technician	Low
	Sunday/Church/Vacation Bible School Coordinator or Teacher	High
	Wedding Coordinator	High
	Youth Leader	High

Check Applicable Ministry Position(s)	Description of the Ministry Position	Risk Rating (High, Medium, or Low)
	Other:	
	Other:	
	Other:	
	Other:	
	Other:	
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	Other:	
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