



ARCHDIOCESE OF BRISBANE

Parish Volunteer Requirement Matrix																	
Ministry	Vol. Data Form part A-C	Vol. Data Form part D-G	Safeguarding Policy Training	COSES or Ethical Behaviour	Confidentiality	Stat Decl	Blue Card	Police Check	Parish Induction	Privacy	WHS	Bullying	Sexual Harassment	Electronic Communication in 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																	
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																	
Low Level Risk (Active Involvement)																	
Care and Concern - Hospitality after funerals etc	✓	✓							✓								
Cleaners - in locations where no children are present and not associated with a school; and don't have keys	✓	✓															
Extraordinary Minister of Holy Communion (Mass)	✓	✓	✓			✓	✓	✓	✓								
Friendship / Seniors Group Coordinators	✓	✓		✓	✓	✓	✓	✓	✓								
Hospitality (Morning Tea & after mass cuppas etc.)	✓	✓	✓						✓								
Piety Stall Helpers	✓	✓															
Piety Store Convenor (small operation)	✓	✓							✓	✓							
Readers / Lector	✓	✓	✓			✓	✓	✓	✓	✓							
Social Justice Group Coordinator	✓	✓		✓	✓	✓	✓	✓	✓								
Young Adult Group Coordinator - (Over 18's)	✓	✓		✓	✓	✓	✓	✓	✓	✓							
Moderate risk level																	
Altar Server Co-ordinator/Trainer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Acolyte	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 - attached to a school and close proximity to children	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cleaners - with keys for access and unsupervised	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Choir/Music Conductor (Child/Adult group)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Counters	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fund raising event coordinator - trivia night, fete, raffles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Groundsman/Gardeners (vol) - again consider if children around and size of ground	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Organist/Musicians (with keys)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
RCIA Leader -adult only	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
RCIA Leader -incl. minors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sacramental Preparation or Program Coordinators / Leaders	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sacristan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Youth Group Leader	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
High risk level																	
Administrator in Parish Office (> 5 hours/week volunteer)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Community Leaders - Ethnic & Faith Communities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Extraordinary Minister of Holy Communion to sick (Hospitals, etc)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Extraordinary Minister of Holy Communion to sick (Private Residence)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finance Council Member	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hospital Chaplain	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outreach - Homeless Support (including children)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pastoral Council Member	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Piety Store Convenor (large turnover and product range)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Safeguarding Local Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transport Ministry	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Youth Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

OC: On Commencement
 Changes made to this matrix on 31 January 2019 are highlighted

People and Culture - HR Department
 ARCHDIOCESE OF BRISBANE
 Effective 31 January 2019

Left columns in grey and white are document related and Safeguarding Training
 Right columns shaded pink are other mandatory training related

Considerations:
 School on ground
 Does the work occur during school hours