

Volunteer Administration Best Practices

Diocese of Houma-Thibodaux

Volunteer Administration Best Practices

Q – Can volunteers be used as part of Church ministries?

A – Volunteers are an important aspect of Catholic Church ministries. When appropriate, volunteers should be used in assisting with the Church's mission.

Q – What can be done to ensure that volunteers are safe and volunteer activities do not create unnecessary risk for the Church?

A – Catholic Mutual Group offers a variety of volunteer information which can be accessed by logging into the Catholic Mutual website, www.catholicmutual.org, Login: **0352hou**
Password: **service**, and selecting Risk Management Info.

Volunteer administration best practices are available to assist in the management of volunteers. Available resources include a brochure designed for volunteers, the Volunteer Quick Guide and a complete Volunteer Risk Management Manual. To get you started in successfully managing your volunteer program, consult the checklist below.

CHECKLIST

- **Selection**
 - Background check (as needed for Safe Environment compliance) has been completed
 - Safe Environment training has been done
- **Volunteer Assignment**
 - Appropriate age for volunteer position has been verified
 - Volunteers meet qualifications of the position
 - Volunteers have thorough understanding of what tasks are to be completed
 - Parental permission has been obtained for volunteers under 18
- **Volunteer Orientation**
 - Volunteers clearly understand duties
 - Supervision is in place
 - Volunteers have been trained on the proper use of equipment needed for the position
 - Volunteers have been given personal protective equipment (PPE) required to perform the task
 - Volunteers know what to do in case of injury
 - Volunteers have been given the *Volunteers and the Catholic Church* brochure
- **Volunteer Drivers**
 - Have completed *Be Smart – Drive Safe* training
 - Are a minimum 21 years of age or older
 - Possess a valid driver's license and current license and vehicle registration
 - Have appropriate insurance requirements for vehicle in place (\$100,000/\$300,000)
 - Have undergone a Motor Vehicle Record Check (MVR)
 - Have been made aware that **NO** cell phones or other hand-held electronic devices can be used while driving