



Diocesan Response Team Volunteers

The Opportunity

Do you bring discretion and sound judgment to sensitive situations? Are you a careful listener who communicates with compassion and respect? Can you remain impartial while gathering facts and following established policies? Do you have experience conducting interviews, investigations, or other structured fact-finding? Are you committed to learning and applying the Diocese's Sexual Misconduct and Harassment policies? Are you able to recognize how power, bias, and diverse lived experiences may shape an individual's experience of misconduct and participation in an investigative process?

The Diocesan Response Team is an important ministry that supports the work of the Canon Pastor in the Diocese of Toronto. The Canon Pastor and DRT are responsible for investigating incidents and complaints under both the Diocesan [Sexual Misconduct Policy](#) and Diocesan [Harassment Policy \(when a cleric is involved\)](#). We are currently accepting applications for those interested in joining the team.

Skills and Qualifications:

- Confidentiality and discretion: understanding privacy expectations and handling sensitive information appropriately.
- Trauma-informed, sensitive communication: ability to listen carefully, ask appropriate questions, and interact respectfully with complainants, respondents, and witnesses.
- Impartiality and sound judgment: commitment to fairness, avoiding bias, and focusing on facts and policy requirements.
- Interviewing and investigation skills: conducting structured interviews, gathering statements, and identifying relevant lines of inquiry.
- Equity, cultural humility, and awareness of power: understanding of how power, privilege, systemic discrimination, and intersecting identities may shape experiences of sexual misconduct and harassment, access to reporting processes, communication, credibility assessments, and institutional responses.
- Attention to detail and documentation: accurate note-taking, record management, and careful handling of timelines, facts, and supporting materials.
- Clear analytical writing: producing reports that summarize steps taken, evidence reviewed, findings of fact, disputes, and conclusions in plain, professional language.
- Professionalism and boundaries: maintaining appropriate roles, avoiding conflicts of interest, and escalating issues to the Canon Pastor as required.
- Reliability and availability: ability to respond in a timely manner and follow through on investigation and reporting deadlines, attend DRT meetings and training.
- Collaboration: working effectively as part of a team under direction, coordinating interviews, and aligning on evidence and conclusions.
- Education/training facilitation: comfort presenting information, answering questions, and supporting policy awareness across parishes and Diocesan settings.
- Knowledge (or willingness to learn) of policy and procedure: applying the Sexual Misconduct and Harassment policies consistently and following defined processes.

Responsibilities:

Team members will receive training on sexual misconduct and harassment, investigation, and reporting. The team, under the direction of the Canon Pastor, are available to:

1. provide assistance in sexual misconduct matters and in harassment matters that involve a cleric;



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2. assist in the resolution of complaints as set out in the policies;
3. provide education, training and information to the Diocese and parishes on the policies;
4. conduct investigations, including meetings with the complainants, respondents, and witnesses;
5. write a summary report of the investigation and findings;
6. attend and participate in DRT meetings.

Those selected to join the team, will be expected to serve for a minimum of 3 years and will be required to complete appropriate screening steps for high-risk ministry, including a police record check. The time commitment is 3 hours monthly for a team meeting and when assigned to an investigation, approximately 10 hours per case.

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees and volunteers from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Diocese has an Accommodation Policy, and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified people. The Anglican Diocese of Toronto is an equal opportunity employer.

Application:

If you would like to apply for this volunteer position, forward your application to:

Human Resources
Anglican Diocese of Toronto
135 Adelaide Street E, Toronto, ON M5C 1L8
Email: hr@toronto.anglican.ca

We thank all applicants, however, only those selected for an interview will be contacted. Please visit our website for more information at www.toronto.anglican.ca.