



Screening and Training Protocols

Dioceses, congregations, and other organizations must screen all persons according to the **Screening and Training Protocols standards**. For some positions, screening consists only of a Public Records Check. There are additional screening requirements for other positions of a written application, interview, and reference verification. The chart on the following two pages is a standards checklist for each role within the congregation and the Application Requirements and Training Requirements.

Key:

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|-------------------|---|
| DMV | Motor Vehicle Driving Records Check |
| TRAINING | Safe Church Training - The position will determine classes to take. The breakdown of position titles, online class descriptions, and requirements can be found here. |
| Y | Yes/Required |
| POLICIES | Safe Church: Policies for the Protection of Children, Youth and Vulnerable Adults (this document) |
| NSOPW | National Sex Offender Registry Check |
| CENT. REG. | Central Registry Clearance |
| CRIMINAL | Criminal History Check - Check at least the last 7 years of address history. |
| FULL | Complete Background Check includes: NSOPW, Central Registry, Criminal, References for Employment, Education, Professional Recommendations, and DMV Check |

| | Screening Requirements | | | Training Requirements | |
|---|------------------------------|--|------------------|---|-----------------------------|
| Positions (and examples of positions that fall into those ministry categories) | Background Check Type | Application & Interview with Reference Checks | DMV Check | Receive & Sign Safe Church Policy Compliance (Signature Page Appendix D) | Safe Church Training |
| Clergy (Including retired clergy who are supplying or assisting in congregations) | FULL | Y | Y | REQUIRED | Y |



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| Church Staff (Paid employees within the church) | NSOPW; CENT. REG.; CRIMINAL | Y | | REQUIRED | Y |
| Church Finance Staff (Paid finance employees within the church) | NSOPW; CENT. REG.; CRIMINAL | Y | | REQUIRED | Y |
| Program Director (Primary youth minister, Children's minister, Children's choir director, School director, Diocesan Staff who oversee programming, Adult Ministries Directors) | NSOPW; CENT. REG.; CRIMINAL (FULL if Diocesan Staff) | Y | Y (if will be driving on behalf of church) | REQUIRED | Y |
| Diocesan Staff (Diocesan Staff who do not work directly with children or youth) | FULL | Y | Y (if will be driving on behalf of church) | REQUIRED | Y |
| Teacher (Christian Formation Teacher) | NSOPW; CENT. REG.; CRIMINAL | Y | | REQUIRED | Y |
| Nursery, Children or Youth Worker | NSOPW; CENT. REG.; CRIMINAL | Y | | REQUIRED | Y |
| Camp Staff (Paid or volunteer employees of a camp facility) | NSOPW; CENT. REG.; CRIMINAL | Y | Y (if will be driving on behalf of camp) | REQUIRED | Y |
| Children/Youth Volunteers (who volunteer >4 times/year) | NSOPW; CENT. REG.; CRIMINAL | Y | | REQUIRED | Y |
| Confirmation Mentors or Sponsors | NSOPW; CENT. REG.; CRIMINAL | Y | Y (if will be driving on behalf of church) | REQUIRED | Y |



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| Drivers | NSOPW; DMV | | Y | REQUIRED | |
| Treasurer | | Y | | REQUIRED | Y |
| Vestry (All vestry members) | | Y | | REQUIRED | Y |
| Wardens | CRIMINAL | Y | | REQUIRED | Y |
| Building Hosts/Family Promise | NSOPW; CENT. REG.; CRIMINAL Recommended | | | REQUIRED | Y |
| Home Visitors (Eucharistic Visitors, Stephen Ministers, Home Visitors, Pastoral Care Teams, Eucharistic Minister) | NSOPW; CENT. REG.; CRIMINAL | Y | | REQUIRED | Y |
| Church affiliated school / Preschool Board Members | | | | REQUIRED | Y |
| Church affiliated school / Preschool Director | NSOPW; CENT. REG.; CRIMINAL | Y | Y (if will be driving on behalf of church) | REQUIRED | Y |
| Church affiliated school/ Preschool Staff | NSOPW; CENT. REG.; CRIMINAL | Y | Y (if will be driving on behalf of church) | REQUIRED | Y |
| Church affiliated school / Preschool Substitute Teachers | NSOPW; CENT. REG.; CRIMINAL | Y | | REQUIRED | Y |
| Church affiliated school / Preschool After-School program leaders | NSOPW; CENT. REG.; CRIMINAL | Y | | REQUIRED | Y |