

**APPENDIX A—SCREENING AND TRAINING PROTOCOLS**

**Training Requirements for Safeguarding God’s Family**

Who	SGC	SGP – Preventing Harassment for workers	SGP – for ministries and congregations
1. Clergy with Cure	Every 5 years	Every 5 years	Every 5 years
2. Clergy without Cure – Licensed to Serve	Every 5 years	Every 5 years	Every 5 years
3.a. All <u>paid</u> church personnel (full and part-time). This includes:  Parish Administrators; Youth Ministers; Organists; Sextons; Directors of Christian Formation; Music Directors; Childcare workers; Diocesan Employees  3.b. Any paid personnel living on church grounds	Every 5 years	3.a. Every 5 years          3.b. depends on duties	3.a. Every 5 years          3.b. depends on duties
4.a. All <u>non-paid</u> persons who regularly <u>supervise</u> or <u>assist with supervising</u> children or youth ministries, more than 4 times a year (someone with a title); 4.b. full-time or part-time volunteers serving in staff positions; 4.c. all volunteers, including parents, who assist with children or youth ministries more than 4 times a year;	Every 5 years	4.a. Every 5 years      4.b. Every 5 years   4.c. no	4.a. Every 5 years      4.b. Every 5 years   4.c. no

\*SGC = Safeguarding God’s Children

\*\*SGP = Safeguarding God’s People

5. All volunteers who provide transportation to children or youth	Every 5 years		
6. Adults who volunteer less than 4 times a year.	No		
7. Adults at overnight activities	Every 5 years		
8. All staff (paid personnel and volunteer) at diocesan or church camps	Every 5 years	Every 5 years	Every 5 years

**Safeguarding God’s Children is required for all Vestry members, Diocesan committees, commissions, agencies and boards.**

<b>SGP – Preventing Sexual Exploitation <i>for ministries and congregations</i> (Every 5 years)</b>	<b>SGP – Preventing Sexual Harassment <i>for supervisors</i> (Every 5 years)</b>
Vestries	Vestries
Stephens Ministries	Finance Committees
Spiritual Directors	Diocesan Standing Committee
Lay Eucharistic Visitors	Diocesan Executive Council
Hospital Visitors authorized by your church	Commission on Ministry
EFM Mentors	Heads of Schools and Institutions
Diocesan Standing Committee	Supervisors of Employees or Volunteers
Diocesan Executive Council	
Commission on Ministry	

**Safeguarding God’s Children**

**This includes 2 modules (For Parents and Congregations; For Ministries). Both modules constitute “Universal Training”**

**Safeguarding God’s People**

**The module “For Ministries and Congregations” constitutes “Universal Training”.**

**The module “Preventing Sexual Harassment for Workers and for Supervisors” constitutes “Specialized Training”**

**Diocese of Western North Carolina**  
**Screening Requirements for Safeguarding God’s Family**

Who	Screening Standard	Credit Report	DMV
1. Clergy with Cure	Oxford Background	Included in Oxford	Included in Oxford
2. Clergy without Cure – Licensed to Serve  <i>*The diocese reserves the right to request additional background check at their discretion for any clergy seeking to be licensed.</i>	i. Standard Application; ii. Interview; iii. Reference Checks; iv. <b>Secure Search Faith</b> Basic Background Check (Multi-State Criminal records check; National Sex Offender Registry; SSN Validation)	no	no
Who	Screening Standard	Credit Report	DMV
3.a. All <u>paid</u> church personnel (full and part-time). This includes:  Parish Administrators; Youth Ministers; Organists; Sextons; Directors of Christian Formation; Music Directors; Childcare workers  3.b. Any paid personnel living on church grounds	i. Standard Application; ii. Interview; iii. Reference Checks; iv. <b>Secure Search Faith</b> Basic Background Check (Multi-State Criminal records check; National Sex Offender Registry; SSN Validation)	Yes for personnel managing church finances	Yes for personnel regularly transporting children, youth or adults

<p>4.a. All <u>non-paid</u> persons who regularly <u>supervise</u> or <u>assist with supervising</u> children or youth ministries, more than 4 times a year (someone with a title);</p> <p>4.b. full-time or part-time volunteers serving in staff positions;</p> <p>4.c. all volunteers who assist with children or youth ministries more than 4 times a year, including overnight activities;</p>	<p>i. Standard Application;</p> <p>ii. Interview;</p> <p>iii. Reference Checks;</p> <p>iv. <b>Secure Search Faith</b> Basic Background Check (Multi-State Criminal records check; National Sex Offender Registry; SSN validation)</p>	<p>No</p>	<p>No (unless providing transportation – see below)</p>
<p>9. All volunteers who provide transportation to children, youth or other church related activities including Lay Eucharistic Visitors</p>	<p>Interview</p>	<p>No</p>	<p>Yes</p>
<p>10. Adults who volunteer less than 4 times a year.</p>	<p>Interview</p>	<p>No</p>	<p>No</p>
<p>11. Adults at overnight activities less than 3 times a year</p>	<p>Interview</p>	<p>No</p>	<p>Yes - if driving</p>
<p>12. All staff (paid personnel and volunteer) at diocesan or church camps</p>	<p>i. Standard Application;</p> <p>ii. Interview;</p> <p>iii. Reference Checks;</p> <p>iv. <b>Secure Search Faith</b> Basic Background Check (Multi-State Criminal records check; National Sex Offender Registry; SSN validation)</p>	<p>No</p>	<p>Yes - if driving</p>