

Appendix A (Revised 08/23/22)

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Personnel	Screening Requirements				Training Requirements	
	Application & Interview w/References	Background Check (includes Sexual Offender Registry)	DMV Check	Credit Check	Receive Diocesan Policies	*Safe Church, Safe Communities Courses
Staff & Contracted Ministries						
Clergy (by Diocese)	Required	Required	Required	Required	Required	*See Chart
Lay Employees with Supervisory	Required (by parish)	Required	Required, If driving	Required, if handling money	Required	*See Chart
Lay Employees without Supervisory	Required (by parish)	Required	Required, If driving	Required, if handling money	Required	*See Chart
Occasional and Seasonal Contracted	Required (by parish)	Required	Required, If driving	Required, if handling money	Recommended	*See Chart
Occasional and Seasonal Contracted	Required (by parish)	Required	Required, If driving	Required, if handling money	Not Required	*See Chart
Volunteer Staff with Supervisory	Required (by parish)	Required	Required, If driving	Required, if handling money	Required	*See Chart
Volunteer Staff without Supervisory	Required (by parish)	Required	Required, If driving	Required, if handling money	Recommended	*See Chart
Program Directors Supervisors (Paid or Volunteer)						
Child/Youth Choir Director	Required	Required	Required, If driving	Required, if handling money	Required	*See Chart
Choir Director	Required	Required	Required, If driving	Required, if handling money	Required	*See Chart
Commissioned Ministry Teams	Recommended	Required	Required, If driving	Required, if handling money	Required	*See Chart
Camp Director	Required	Required	Required	Required, if handling money	Required	*See Chart
Acolyte Director	Recommended	Required	Required, If driving	Required, if handling money	Required	*See Chart
Altar Guild Director	Recommended	Required	Required, If driving	Required, if handling money	Required	*See Chart
Organist	Required	Required	Required, If driving	Required, if handling money	Required	*See Chart
Children/Youth Minister	Required (by parish)	Required	Required	Required, if handling money	Required	*See Chart
Drivers (Program)						
Drivers (Program)	Not Required	Required	Required	Not Required	Driver's Policy	Not Required
Governance & Elected Officials						
Treasurer	Recommended	Required	Recommended	Required, if handling money	Recommended	*See Chart
Vestry	Not Required	Recommended	Recommended	Recommended, if handling money	Recommended	*See Chart
Wardens	Not Required	Required	Recommended	Required, if handling money	Required	*See Chart
Church Elected (Delegates, Deanery)	Not Required	Recommended	Recommended	Not Required	Recommended	*See Chart
Key Access (All Key Holders)						
Altar Guild	Recommended	Recommended	Not Required	Not Required	Required	*See Chart
Building Hosts	Recommended	Recommended	Not Required	Not Required	Required	*See Chart
Home Visitors						
Eucharistic Visitors	Recommended	Required	Not Required	Not Required	Required	*See Chart
Home Visitors	Recommended	Required	Not Required	Not Required	Required	*See Chart
Stephen Ministers	Recommended	Required	Not Required	Not Required	Required	*See Chart
Pastor Care Teams	Recommended	Required	Not Required	Not Required	Required	*See Chart
School/Pre-school/After-School						
School Board	Required	Required	Required, if driving	Required, if handling money	Required	*See Chart
School Director	Required	Required	Required	Required, if handling money	Required	*See Chart
School Staff/Teachers	Required	Required	Required, if driving	Required, if handling money	Required	*See Chart
School Substitute Teachers	Required	Required	Required, if driving	Required, if handling money	Required	*See Chart
School After-School Program Leaders	Required	Required	Required, if driving	Required, if handling money	Required	*See Chart
School Drivers	Required	Required	Required	No	Required	*See Chart
Seasonal Camp and Summer Staff						
Camp & Summer Staff	Required	Required	Required, if driving	Required, if handling money	Required	*See Chart