

**Appendix A (Revised 03/16/22)**

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

