

## APPENDIX A: SCREENING AND TRAINING PROTOCOLS

Screening and Training Chart	Ministry Function	Public Record	App/Int er/Ref	Universa l Training	Speci alty Traini ng	Supervisor Training
Staff & Clergy (not covered below)						
	Church & Diocesan Employees	X	X	X		
	Clergy	X	X	X	X	X
	Contractors (1099)	Depends				
Program Supervisors						
	Choir/Music Director/Leader (children/youth)	X	X	X		X
	Youth Minister/Leader	X	X	X	X	X
	Church School/Nursery Director	X	X	X	X	X
Program Participants (non-supervisory)						
	Acolyte Mentor	X		X	X	
	Confirmation Mentor	X		X		
	Church School Teacher	X		X	X	
	Small Group Leaders			X	X	
	Nursery Worker	X	X	X	X	
	Youth Volunteer (Under 18)		X	X		
	Parish Nurse	X	X	X		
	Pastoral Care Team Members			X		
	Altar Guild	Recommend		X		
*Off-site	Camp Counselor	X	X	X	X	X
*Overnight	Youth Group Leaders	X	X	X	X	X
Drivers	Drivers	DMV		X		
Governance						
	Church Elected (i.e. Vestry)			X	X	
	Treasurer	Criminal & Credit		X	X	
	Wardens	Criminal & Credit		X	X	X
Lay Licensed (per Commission on Ministry)						
	Eucharistic Minister			X		
	Eucharistic Visitor	X		X	X	
	Catechist			X	X	
	Preacher			X		
	Worship Leader			X		
	Pastoral Leader	X		X	X	
	Evangelist					

Public Record X indicates Multi-State Criminal File plus Social Security trace (unless more noted)

Clergy nominees and incoming clergy to the Diocese require additional background verification.

\*Off-site: Any location other than the sponsoring Episcopal church, institution, facility, or campus.

\*Overnight: Any event that starts on one calendar day and ends on a different calendar day.

### **Public Record Check**

The Diocese contracts with Verified First to screen employees and volunteers. Contact Human Resources at [hr-finasst@diowestmo.org](mailto:hr-finasst@diowestmo.org). Costs as of 3/1/2024 are:

- Multi-State Criminal File plus Social Security trace: \$11.50
- Department of Motor Vehicle Record: \$10.15
- Credit check: \$6.35

The online form can be found on our [website](#).

### **Application/Interview/Reference Check (App/Inter/Ref)**

The hiring organization is asked to complete this step and keep it on file. There is an application template that can be found [here](#) and sample reference questions in **Appendix E**.

**Universal, Specialty and Supervisor Training** (online courses provided through Praesidium academy are at no cost to the organization) Contact Human Resources for enrollment at [hr-finasst@diowestmo.org](mailto:hr-finasst@diowestmo.org) by sending proper name, personal email address, and role. Live training (in lieu of online) may be provided on request and scheduled periodically.

### **Universal Training**

- Safe Church, Safe Communities-Universal Training: **Introduction and Theological Background**
- Safe Church, Safe Communities-Universal Training: **Organizational Rules and Policies**
- Safe Church, Safe Communities-Universal Training: **Healthy Boundaries**
- Safe Church, Safe Communities-Universal Training: **Inclusion**

### **Specialty Training**

- Safe Church, Safe Communities-Specialty Training: **Pastoral Relationships**
- Safe Church, Safe Communities-Specialty Training: **Abuse and Neglect**
- Safe Church, Safe Communities-Specialty Training: **Power and Relationships**
- Safe Church, Safe Communities-Specialty Training: **Bullying**

### **Supervisor Training**

- Safeguarding God's People: **Preventing Sexual Harassment for Managers & Supervisors**