

Safeguarding God's Children – at a glance

Those who Regularly Work with or around Children or Youth

For the purpose of this policy, the following are included in the definition of Church Personnel who “Regularly Work With or Around Children or Youth:”

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
1. All paid Church Personnel whose work regularly takes them throughout the facility or grounds or who has keys giving them access to the buildings on the grounds.
2. All volunteers who have keys giving them access to the buildings on the grounds except those who only occasionally access the buildings when little interaction with children or youth is likely (for example persons serving on the altar guild or flower guild).
3. All persons who supervise or assist with supervising children or youth, in ministries, programs or activities more often than occasionally, including church school teachers.
4. All persons who provide transportation to children or youth more often than occasionally.
5. Any paid personnel whose living quarters are on the grounds of the church, school or other related agency.
6. All vestry members or other members of similar decision-making groups elected or appointed after December 31, 2005 who have the authority to approve the creation of ministries, programs or activities for children or youth.

Screening

Any and all Church Personnel who Regularly Work With or Around Children/Youth shall be screened and selected utilizing at least the following:

1. **A standard application** completed by the applicant that includes an authorization for the release of information to conduct background checks and the **Code of Conduct** (Appendix C).
2. **Criminal records check** in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church.
3. **Sexual offender and predator registry check** in any state where the applicant has resided during the past seven (7) years.
4. Individual **interview** with the applicant.
5. **Reference Checks** of persons outside the congregation who know the applicant, preferably who know how the applicant works with children.
6. **Driving or motor vehicle records check** if the person may be transporting children or youth.
7. The above shall be initiated prior to the start of service.

Training

Three hours of child abuse prevention education and training is required for all Church Personnel who Regularly Work With or Around Children or Youth before they start their work with children or youth or, if that is not possible, one hour of child abuse awareness training before they start their work and the rest of the training within three months of starting.

Those who Occasionally Work with or around Children or Youth

For the purpose of this policy, the following are included in the definition of Church Personnel who “Occasionally Work With or Around Children or Youth:” It is understood that these individuals will work with and under the direction of a person who “Regularly Work With or Around Children or Youth” and has received the training required under this policy.

1. All persons who supervise or assist with supervising children or youth in ministries, programs or activities infrequently, generally no more than three times a year or for one program or activity during a year that lasts less than a month (i.e. assisting with preparation for the Christmas pageant, or teaching one “unit” of Church School for a month).
2. All persons who provide transportation to children or youth infrequently, generally no more than three times a year.
3. All persons who work or assist in the nursery three or fewer times a year, whether on an emergency basis or otherwise.

Screening

Any and all Church Personnel who Occasionally Work With or Around Children or Youth shall be screened and selected utilizing at least the following:

1. **A standard application** completed by the applicant that includes a release of information to conduct background checks and the **Code of Conduct** (Appendix C).
2. Individual **interview** with the applicant.
3. At least one **Reference Check** of a person or persons outside the congregation who know the applicant, preferably who know how the applicant interacts with children.
4. **Driving or motor vehicle records check** if the person will be transporting children or youth.
5. **Sexual offender and predator registry check** in any state where the applicant has resided during the past seven (7) years.
6. The above shall be initiated prior to the start of service

Training

One hour of child abuse awareness education and training is required for all Church Personnel who Occasionally Work With or Around Children or Youth before they start their work with children or youth or at least within three months of starting.