

# Safe Church Guidelines and Procedures

Thank you for attending to the important work of keeping the vulnerable among us safe!



## A few important general guidelines:

- Our diocesan policies can be found here: <https://www.norcalepiscopal.org/site/safe-church/>
- Each congregation's leadership is responsible for ensuring that the necessary individuals are trained, receive the background checks indicated, and maintaining records. When the congregational audit is completed, the auditors will ask you about these training records.
- Safe church training must be renewed every three years. However, California law requires all employer with 5 or more employees to provide sexual harassment prevention training every two years. This mandatory training for supervisors (2 hours) and nonsupervisory employees (1 hour) must also take place within six months of hire or promotion and every two years thereafter. (Taking these individual learner courses in a group setting will not satisfy the requirements.)
- If you have questions, concerns, or trouble meeting these requirements, please contact Michelle Karimi, Executive Staff Support, for assistance: [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org) (916) 442-6918 x215.

## Online training:

- Each congregation has a designated administrator who can assign the appropriate trainings to you, so that you can take them on your own computer at your own pace. Please contact your congregation's administrator to begin training (often the parish administrator, clergy-in-charge, or senior warden). If you do not know your congregation's administrator, please contact Michelle Karimi, Executive Staff Support, with any questions: [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org) (916) 442-6918 x215.

## In-person training: *(As we navigate through this pandemic, all in-person meetings are currently on hold)*

- There are often trainings advertised throughout the year in the Diocesan e-News; please sign up at [norcalepiscopal.org](http://norcalepiscopal.org)
- We have several trainers available to provide in-person trainings. To schedule an in-person training for your congregation, please contact Michelle Karimi, Executive Staff Support, with any questions: [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org) (916) 442-6918 x215.

## Background checks:

- Background checks, on average, cost \$30, depending on the number of recent counties of residence of the person being checked. The congregation is invoiced after the background check is complete.
- Each congregation has a designated administrator who can register you for the background check, so that you can enter your information online for the check to be conducted. Only the diocesan administrators will be able to interpret background checks; the congregation's administrator will be able to see whether you have passed. Please contact your congregation's administrator to begin the background check process (often the parish admin, clergy-in-charge, or senior warden). If you do not know your congregation's administrator, please contact the Michelle Karimi, Executive Staff Support, with any questions: [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org) (916) 442-6918 x215.
- For DMV and Credit Checks, please contact Michelle Karimi: [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org) (916) 442-6918 x215.

# Safe Church, Safe Communities

## Who Needs Training Checklist (updated April 2023)

\*Note: Please also read our diocesan policies: <https://www.norcalepiscopal.org/site/safe-church/>

		Criminal Background Check*	Credit Check	DMV Records Check**	Introduction & Theological Background +	Organizational Rules & Policies +	Healthy Boundaries +	Power & Relationships	Abuse & Neglect +	Inclusion	Pastoral Relationships	Anti-Harassment ++		Bullying +	Reporting
Praesidium Academy Module/Title					Safe Church, Safe Communities: Introduction & Theological Background	Safe Church, Safe Communities: Organizational Rules & Policies	Safe Church, Safe Communities: Healthy Boundaries	Safe Church, Safe Communities: Power and Relationships	Safe Church, Safe Communities: Abuse & Neglect	Safe Church, Safe Communities: Inclusion	Safe Church, Safe Communities: Pastoral Relationships	Promoting a Safe Environment: Supervisor Sexual Harassment Training- California	Promoting a Safe Environment: Employee Sexual Harassment Training- California	Safe Church, Safe Communities: Bullying	Duty to Report: Mandated Reporter
Training Courses that are considered essential to Universal Training as stated in the Model Policies are marked as such.					Considered as Universal Training as stated in the Model Policies	Considered as Universal Training as stated in the Model Policies	Considered as Universal Training as stated in the Model Policies			Considered as Universal Training as stated in the Model Policies					Considered as Universal Training as stated in the Model Policies
Clergy	Bishops Priests Deacons Retired Clergy Postulants Seminarians	Clergy undergo a rigorous background checking process independent of these requirements	Clergy undergo a rigorous background checking process independent of these requirements	Clergy undergo a rigorous background checking process independent of these requirements	X	X	X	X	X	X	X	X		X	X
Office of the Bishop Staff	Supervisory	OOB staff undergo a rigorous background checking process independent of these requirements	OOB staff undergo a rigorous background checking process independent of these requirements	OOB staff undergo a rigorous background checking process independent of these requirements	X	X	X	X	X	X	X	X			
	Non-Supervisory				X	X	X	X	X	X	X		X	X	X
Diocesan Governance Body	Board of Trustees														
	Standing Committee														
	Program committees														
	Boards of ECS				X	X	X	X	X	X	X		X	X	X
	EFNC Betty														
Children's Ministry Worker or Volunteer	Children's Minister	X		X (if authorized to drive)											
	Children's Choir Director	X													
	Sunday School Teacher	X													
	Nursery Workers or Volunteers	X			X	X	X	X	X	X		X (for those with Supervisory responsibilities)	X	X	X
	Parent Helper Youth Volunteers	X X		X (if authorized to drive) X (if authorized to drive)											
Youth Ministry Worker or Volunteer	Youth Minister	X (if over 18)		X (if authorized to drive)											
	Youth Choir Director	X													
	Sunday School Teacher	X													
	Acolyte Leader	X													
	Camp Counselor	X (if over 18)		X	X	X	X	X	X	X	X	X (for those with Supervisory responsibilities)	X	X	X
	Small Group Leader	X													
	Counselor-in-Training	X													
Youth Volunteers Confirmation Mentor	X X		X (if authorized to drive) X (if authorized to drive)												
Elected Positions	Elected Positions	X	X (for check signers)												
	Treasurer	X	X												
	Vestry	X	X (for check signers)		X	X	X	X	X	X	X		X	X	X
	Wardens Convocation Delegates	X X	X (for check signers) X (for check signers)												
Key Holders	Altar Guild	X													
	Building Hosts Renters	X X			X	X	X								X
	Lay Leadership														
Other Paid Church Staff	Eucharistic Visitors	X													
	Stephen Ministers	X													
	Small Group Leaders	X			X	X	X	X	X (for those who do home and/or hospital visits)	X	X		X	X	X
	Eucharistic Ministers	X													
	Lectors Unpaid Church Staff	X X		X (for check signers)											
Other Paid Church Staff	Adult Choir/Music Directors	X													
	Vergers	X													
	Sextons	X													
	Administrators	X													
Other Youth & Children's Ministries	Day Camp staff (minors & adults)	X (if over 18)		X											
	VBS Volunteers	X (if over 18)													
	Sleepover Chaperones	X													
	Camp Staff (minors & adults)	X (if over 18)		X	X	X	X	X	X	X	X	X (for those with Supervisory responsibilities)	X	X	X
	Adult Leaders and Volunteers for Chartered Scouting Troops (BSA, GSA, Campfire, etc.)	X		X											
School Staff (Preschools, Day Care, Elementary, High Schools)	Administration & Staff														
	Teachers, Classroom Aides, & Library Staff	X													
	Chaplains (both lay and ordained)	X													
	Athletic Staff (Coaches, Assistants, Trainers, etc.)	X													
	Support Staff (eg. Cafeteria staff, bus drivers, custodial, security, etc.)	X			X	X	X	X	X	X	X		X (for those with Supervisory responsibilities)	X	X
	Employees & Volunteers	X													
	Before & After School Care/Program Staff	X													
	Parent Volunteers	X													
	Board of Directors	X													

While trainings marked with an "X" are required, individuals are welcomed and encouraged to take other available trainings as well  
 \* Background checks cannot be run on minors  
 \*\* DMV record checks are recommended for anyone driving an official church vehicle or their own vehicle in an official capacity. Clergy undergo a rigorous background checking process independent of these requirements  
 \*\*\* a person should be invested in and known by the community for at least 6 months before being given a position of trust.  
 + Available as of 3/1/22  
 ++ Please check local and state laws pertaining to harassment prevention training requirements.