

Episcopal Diocese of Northern California  
**Safe Church Requirements**

Position	Background Screenings				LiveScan Fingerprinting (Only completed once. Not renewed.)	Promoting a Safe Environment: Employee/Supervisor Sexual Harassment Training - CA (Renew every 2 years)
	Mandated Reporter (Renew every 2 years)	Background Check (Renew every 5 years)	DMV Records Check	Credit Check		
Active Clergy	X	X	X	X	X	Required by all active clergy and lay employees <b>ONLY IF</b> the employer has a combination of 5 or more employees and volunteers (see note below)
Lay Employees	X	X	If authorized to drive	Required for Treasurers and check signers	X	
Unpaid Administrators (Including Vestry/Mission Committee Members)	X	X			X	See Note Below
Volunteers	See Note Below	See Note Below			See Note Below	

**Note:**

- Administrators are those who manage the organization which can include records and accounts. Vestry members are also considered administrators .
- Volunteers are only required to complete the Mandated Reporter training, Background Check, LiveScan Fingerprinting, and Sexual Harassment training if 18 years of age or older and have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.
- In determining whether an employer meets the threshold and is subject to the sexual harassment prevention training requirement, independent contractors, volunteers, and unpaid interns are also counted in addition to employees. For example, if an employer has 2 part-time employees and 6 volunteers, the employer would meet the threshold requirement and would need to ensure the 2 part-time employees complete the training. The 6 volunteers would not be required to do so but are welcome to. While volunteers, independent contractors, and unpaid interns are not required to take this training, employers might consider encouraging it as a best practice.