

Key Misconduct Prevention Requirements and Recommendations for Lay Persons

R = Required
S = Strongly Recommended
N = Not Required

	Request Through Diocesan Office					Completed By Church Office
	5 Year Oxford Background Check	10 Year Oxford Background Check	Credit Bureau Report Choice-Point	Motor Vehicle Report Choice-Point	National Criminal File PLUS Choice-Point	National Sexual Offender Registry Check
Costs	85.00	120.00	6.50	5.00	6.50	Free
Church Staff - Paid						
Administrator	R	S	R	N	S	R
Dir.of Formation/Ch. Education	R	S	N	S	R	R
Organist/Choirmaster	R	S	N	N	R	R
Secretaries	R	S	N	N	S	R
Sextons		R	N	N	R	R
Treasurer/Bookkeeper (paid)		R	R	N	R	R
Treasurer/Bookkeeper (volunteer)		S	S	N	R	R
Youth Minister(s)		R	R	R	R	R
Child & Youth Workers						
Acolyte Director		R	N	N	R	R
Church School Superintendent		S	N	N	R	R
Church School Teacher		N	N	N	S	S
Nursery Workers (paid or volunteer)		R	N	N	R	R
Youth Group Leaders		R	N	S	R	R
Youth Group Regular Volunteers		R	N	S	R	R
Adult Workers - Volunteers						
Adult Education Teachers		N	N	N	N	R
Lay Spiritual Director	R	S	N	N	R	R
Title III.4 Euch. Visitors/Pastoral Lead	R	S	N	N	R	R
Parish Nurse	R	S	N	N	R	R
Vestry/Bishop's Committee member		N	N	N	N	S
Non-Parochial Institutions						
Chaplains (school, hospital, etc.)		R	R	R	R	R
Camping Program(s) Counselors/Staff		R	N	N	R	R
Happening Counselors/Staff		R	N	N	R	R
Paid Staff, including custodians		R	N	N	R	R
School Administration & Faculty	R	S	N	N	R	R
Volunteers who regularly work with children and youth		R	N	N	R	R
Volunteers/Staff who travel with youth to diocesan sponsored youth events, e.g. PYE, EYE.		R	N	R	R	R