



# Safeguarding Background Check Chart

Questions? Contact the Safe Church Coordinator Joy Owensby, 318-442-1304, [joy@epiwla.org](mailto:joy@epiwla.org).

Churches & Schools	Known 6 months	Application	Interview	Reference Check	DMV Check	DMV Recheck	Background Check	Renew Background	Safeguarding Policy	Modules	Renew Safe Training
Acolyte Trainers	YES	INFORMATION	SHORT	NO	NO	NO	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Altar Guild	NO	INFORMATION	WITH HEAD	NO	NO	NO	NO	NO	NO	NO	NO
Choir Director- Youth	YES	YES	YES	YES	NO	NO	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Choir Members	NO	INFORMATION	NO	NO	NO	NO	NO	NO	ENCOURAGED	NO	NO
Clergy	NO	YES	YES	YES	YES	6 YEARS	OXFORD - DWLA	MOVE TO DWLA; 6 YEARS	YES	YES	3 YEARS
Children's Chapel Volunteers	YES (SOME EXCEPTIONS)	INFORMATION	SHORT	NO	NO	NO	YES UNLESS SUPERVISED	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Licensed Eucharistic Minister	YES	INFORMATION	TRAINING	NO	NO	NO	NO	NO	NO	NO	NO
Licensed Eucharistic Visitor	YES	INFORMATION	TRAINING	YES	YES	6 YEARS	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Nursery Workers- Paid	YES	YES	YES	YES	NO	NO	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Nursery Volunteers- Adults	YES	INFORMATION	NO	NO	NO	NO	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Nursery Volunteers- Youth	YES	INFORMATION	NO	NO	NO	NO	NO	NO	YOUTH	YOUTH	1 YEAR
Organist / Choir Director	YES	YES	YES	YES	NO	NO	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Paid Staff- not work with youth	NO	YES	YES	YES	NO	NO	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Paid Staff- work with youth	NO	YES	YES	YES	YES	6 YEARS	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Sexton	NO	YES	YES	YES	YES	6 YEARS	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Sunday School Teachers	YES	INFORMATION	SHORT	NO	NO	NO	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
VBS Coordinators	YES	YES	YES	IF NOT MEMBER	NO	NO	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
VBS Volunteers	YES (SOME EXCEPTIONS)	INFORMATION	SHORT	NO	NO	NO	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Vestry & School Board Members	YES	INFORMATION	ELECTION	NO	NO	NO	NO	NO	YES	YES	3 YEARS
Ushers	NO	INFORMATION	WITH HEAD	NO	NO	NO	NO	NO	ENCOURAGED	NO	NO

<b>Youth Director</b>	YES (SOME EXCEPTIONS)	YES	YES	YES	YES	6 YEARS	OXFORD - DWLA	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
<b>Youth Group Volunteer</b>	YES	INFORMATION	SHORT	NO	YES	6 YEARS	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS

<b>DWLA Youth Events</b>	<b>Known 6 months</b>	<b>Application</b>	<b>Interview</b>	<b>Reference Check</b>	<b>DMV Check</b>	<b>DMV Recheck</b>	<b>Background Check</b>	<b>Renew Background</b>	<b>Safeguarding Policy</b>	<b>Modules</b>	<b>Renew Safe Training</b>
<b>Adult volunteer</b>	YES	YES - 1 <sup>ST</sup> TIME	SHORT	ONE	YES	6 YEARS	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
<b>Youth staff</b>	YES	YES	SHORT	NO	IF DRIVING	1 YEAR	NO	NO	YOUTH	YOUTH	1 YEAR

<b>Camp Hardtner</b>	<b>Known 6 months</b>	<b>Application</b>	<b>Interview</b>	<b>Reference Check</b>	<b>DMV Check</b>	<b>DMV Recheck</b>	<b>Background Check</b>	<b>Renew Background</b>	<b>Safeguarding Policy</b>	<b>Modules</b>	<b>Renew Safe Training</b>
<b>Camp Director</b>	NO	YES	YES	YES	YES	6 YEARS	OXFORD - DWLA	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
<b>Year-Round Staff</b>	NO	YES	YES	YES	YES	6 YEARS	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
<b>Summer Camp Permanent Staff</b>	NO	YES	YES	YES	YES	1 YEAR	YES, CONFIDENCE PKG	1 YEAR; CONFIDENCE PKG	YES	YES	3 YEARS
<b>Adult Volunteer Camp Staff</b>	YES	YES - 1 <sup>ST</sup> TIME	SHORT	ONE	YES	1 YEAR	YES, CONFIDENCE PKG	1 YEAR; CONFIDENCE PKG	YES	YES	3 YEARS
<b>Hardtner Board of Trustees</b>	YES	INFORMATION	APPOINTED	NO	NO	NO	NO	NO	YES	YES	3 YEARS
<b>Youth Volunteers</b>	YES	YES	SHORT	NO	IF DRIVING	1 YEAR	NO	NO	YOUTH	YOUTH	1 YEAR
<b>Counselors-in-Training</b>	NO	YES	SHORT	YES	NO	NO	NO	NO	YOUTH	YOUTH	1 YEAR

<b>Other</b>	<b>Known 6 months</b>	<b>Application</b>	<b>Interview</b>	<b>Reference Check</b>	<b>DMV Check</b>	<b>DMV Recheck</b>	<b>Background Check</b>	<b>Renew Background</b>	<b>Safeguarding Policy</b>	<b>Modules</b>	<b>Renew Safe Training</b>
<b>Diocesan Staff</b>	NO	YES	YES	YES	YES	NO	OXFORD - DWLA	NO	YES	YES	3 YEARS
<b>Disciplinary Board</b>	NO	INFORMATION	NO	NO	NO	NO	NO	NO	YES	YES	3 YEARS
<b>Diocesan Council</b>	NO	INFORMATION	NO	NO	NO	NO	NO	NO	YES	YES	3 YEARS
<b>Postulant, Candidate or Seminarian</b>	NO	YES	YES	YES	YES	NO	OXFORD - DWLA	NO	YES	YES	3 YEARS
<b>Standing Committee</b>	NO	INFORMATION	NO	NO	NO	NO	NO	NO	YES	YES	3 YEARS