BACKGROUND CHECKS

Anyone who is considered part of a church staff, clergy or lay, full or part-time, needs to complete a background check that includes the following: employment for the last 5 years, criminal records, credit check. The Oxford Documents is the company used by the Diocese. Independent, incorporated parishes may use Oxford or the equivalent. Missions must use Oxford Background Check. This is a simple process, which only costs about $150, a small price to pay in comparison with potential legal costs.

As of September 1, 2007, all new employees need to have a background check completed within 90 days of employment, and you might want to consider it for current employees. The Diocese does background checks on clergy, the parish is responsible for checks on lay employees. Cost of the background check is borne by the parish or individual clergy. Please contact Canon Cathy Black for more information.