The Episcopal Diocese of East Carolina

Tips:
For Checking a Children or Youth Ministry Volunteer’s background and driving record

Included in the Standards for Children’s and Youth Ministries for the Diocese and for Parishes are expectations that congregations will have an application and interview process as well as complete background checks for those individuals who wish to volunteer with children or young people in a parish setting. Listed below are links as well as helpful hints on how obtaining and maintaining this confidential information.

Applications
1. An application form is available for your use in the “forms” section under the Youth/Young Adults tab on the Diocesan website (http://diocese-eastcarolina.org/331607.ihtml).
2. If you choose not to use this form, you should collect similar information from an individual so will be able to most effectively check their background and driving records.

Background Check Information
At this time filing a formal background check through the Diocese is not required. However, implementing a process by which you screen the backgrounds of those adults working with children and young people in your parish is.

Places to check individuals specifically for abuse involving children and young people:
1. The National Sex Offender Registry - http://www.nsopw.gov/Core/Portal.aspx?
   AspxAutoDetectCookieSupport=1
3. If an individual has lived outside of North Carolina there is page on the National Registry where you can click on individual states to find their registry.

It is important that all prospective volunteers provide their name and any other names they may have gone by in the past (ie: Maiden Name vs. Married Name). It is also important they provide addresses with city, state and zip code for the past 5 years.

Driving Record Information
Parishes must obtain a driving record for any volunteer who will be transporting children or young people to and from a church related event or activity. Driving records for adults who will not be transporting children or young people are not required. Adults who have reckless driving charges, DUI or DWI charges, or more than 3 speeding tickets in a calendar year are not permitted to transport children or young people on church related events or activities.

1. North Carolina requires an individual to sign a waiver allowing another person to check their driving records.
2. There is either an $8 or $11 fee per record depending upon which you choose.
3. The North Carolina DMV Records Link - (http://www.ncdot.org/dmv/records/).

Maintaining Parish Records
Parishes should establish a confidential paper file for each individual volunteering to work with children or young people in your parish. The file should include:
1) A copy or record of the Safeguarding God’s Children or Sexual Ethics training certificate completion. The Diocese will accept comparable training from another Diocese as long as the certificate or letter from the previous Diocese states the date the training was completed. If the training is more than 5 years old, the volunteer will need to take the training again.
2) Preferably a printed copy of any offender registry checked OR a form developed for this use stating the date & state(s) the volunteer’s record was checked and initialed/signed by the person approved by the Rector and Wardens to perform the check.
3) Driving records if checked.
4) The original application completed by the volunteer.
5) Any other notes you think are necessary.