

Safe Church Guidelines and Procedures

Thank you for attending to the important work of keeping the vulnerable among us safe!



A few important general guidelines:

- Our diocesan policies can be found here: <https://www.norcalepiscopal.org/site/safe-church/>
- Each congregation's leadership is responsible for ensuring that the necessary individuals are trained, receive the background checks indicated, and maintaining records. When the congregational audit is completed, the auditors will ask you about these training records.
- Safe church training must be renewed every 5 years. However, California law requires all employer with 5 or more employees to provide sexual harassment prevention training to all employees by January 2021, and then every two years. This mandatory training for supervisors (2 hours) and nonsupervisory employees (1 hour) must also take place within six months of hire or promotion and every two years thereafter. (Taking these individual learner courses in a group setting will not satisfy the requirements.)
- If you have questions, concerns, or trouble meeting these requirements, please contact Michelle Karimi, Executive Staff Support, for assistance: michelle@norcalepiscopal.org (916) 442-6918 x215.

Online training:

- Each congregation has a designated administrator who can assign the appropriate trainings to you, so that you can take them on your own computer at your own pace. Please contact your congregation's administrator to begin training (often the parish administrator, clergy-in-charge, or senior warden). If you do not know your congregation's administrator, please contact Michelle Karimi, Executive Staff Support, with any questions: michelle@norcalepiscopal.org (916) 442-6918 x215.

In-person training: *(As we navigate through this pandemic, all in-person meetings are currently on hold)*

- There are often trainings advertised throughout the year in the Diocesan e-News; please sign up at norcalepiscopal.org
- We have several trainers available to provide in-person trainings. To schedule an in-person training for your congregation, please contact Michelle Karimi, Executive Staff Support, with any questions: michelle@norcalepiscopal.org (916) 442-6918 x215.

Background checks:

- Background checks, on average, cost \$30, depending on the number of recent counties of residence of the person being checked. The congregation is invoiced after the background check is complete.
- Each congregation has a designated administrator who can register you for the background check, so that you can enter your information online for the check to be conducted. Only the diocesan administrators will be able to interpret background checks; the congregation's administrator will be able to see whether you have passed. Please contact your congregation's administrator to begin the background check process (often the parish admin, clergy-in-charge, or senior warden). If you do not know your congregation's administrator, please contact the Michelle Karimi, Executive Staff Support, with any questions: michelle@norcalepiscopal.org (916) 442-6918 x215.
- For DMV and Credit Checks, please contact Michelle Karimi: michelle@norcalepiscopal.org (916) 442-6918 x215.

Who Needs Training Checklist (updated February 2021)

***Note: Please also read our diocesan policies: <https://www.norcalepiscopal.org/site/safe-church/>**

	Child Abuse Prevention: High Access	Child Abuse Prevention: Low Access	Sexual Harassment Prevention Training	Sexual Harassment Prevention Training for Supervisors	Sexual Exploitation Prevention Training	Background Check	DMV check	Credit Check	Additional Recommendations:
Employees (check below for additional requirements for specific roles):									
All church employees	x		x		x	x			
All church employees who supervise others	x		x	x	x	x			
Volunteers with high access to children:									
Camp (or other overnight trip) Director, Staff, and Volunteers	x		x		x	x	x		Keeping your camp safe (overnight); Preventing sexual activity between young children; Preventing sexual activity between adolescents; Social Media safety; Preventing bullying
Sunday School Director	x		x		x	x			Preventing sexual activity between young children; Social Media safety; Preventing bullying
Sunday School Teacher	x					x			Preventing sexual activity between young children; Preventing bullying
Youth group leader	x					x			Preventing sexual activity between adolescents; Social Media safety; Preventing bullying

	Child Abuse Prevention: High Access	Child Abuse Prevention: Low Access	Sexual Harassment Prevention Training	Sexual Harassment Prevention Training for Supervisors	Sexual Exploitation Prevention Training	Background Check	DMV Check	Credit Check	Additional Recommendations:
Youth group leader (authorized to drive minors)	X					X	X		Preventing sexual activity between adolescents; Social Media safety; Preventing bullying
Other volunteers with high access to children (Nursery worker, acolyte director, children's choir director, etc)	X					X			
Volunteers with Low Access to Children:									
Licensed Lay Ministers		X	X		X				
Eucharistic Visitor		X	X		X	X			Elder abuse
EFM/Adult formation leader		X	X		X				
Volunteer administrator		X	X		X				
Volunteer sexton		X	X		X	X			
Stephen Minister or Spiritual Director		X	X		X	X			
Vestry Member		X	X		X				
Vestry Officer		X	X		X	X			
Cursillo/Retreat leader		X	X		X	X			
Diocesan Governance Body (Board of Trustees, Standing Committee, Program committees, Boards of ECS, EFNC, Belfry)		X	X		X				
Bookkeeper or Treasurer		X	X		X	X		X	
Clergy*	X		X	X	X	See note	See note	See note	

*Clergy undergo a rigorous background checking process independent of these requirements

Descriptions of Training Modules Required in Each Category:

	Online training	In-person training
Child Abuse Prevention: High Access	<ul style="list-style-type: none"> • Meet Sam • It Happened to Me • Duty to Report: Mandated Reporter • Keeping your Church Safe 	Safeguarding God's Children: For Parents and Congregations AND For Ministries
Child Abuse Prevention: Low Access	<ul style="list-style-type: none"> • Abuse Risk Management for Volunteers • Keeping Your Church Safe 	Safeguarding God's Children: For Parents and Congregations
Sexual Harassment Prevention Training	<ul style="list-style-type: none"> • Preventing Sexual Harassment: Employee Edition 	Safeguarding God's People: Preventing Sexual Harassment of Church Workers (For Workers)
Sexual Harassment Prevention Training for Supervisors	<ul style="list-style-type: none"> • Supervising for a Positive Work Environment 	Safeguarding God's People: Preventing Sexual Harassment of Church Workers (For Workers AND For Managers and Supervisors)
Sexual Exploitation Prevention Training	<ul style="list-style-type: none"> • Preventing Abuse and Exploitation in Pastoral Ministry 	Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith
Additional Resources Available (These are important resources that address issues and risks that many of us face in our ministries. They are not required, but we encourage you to take advantage of their availability.)	<ul style="list-style-type: none"> • Elder abuse • Preventing bullying • Social Media Safety • Preventing Sexual Activity Between Young Children • Preventing Sexual Activity Between Adolescents • A Day at Day Camp • Keeping your Camp Safe • Keeping your School Safe • Preventing Abuse of Adults with Disabilities 	