



Safe Church, Safe Communities • Background Checks

BEFORE YOU BEGIN

In order for parishes to initiate background checks they are required to set up an account with Active Screening Faith. To do this, please contact Marla Wiezerl at 813-467-8800. Marla will assist you in setting up your account. It will take less than 10 minutes. There is no set-up fee. Prior to creating your account you will need to know and have the following:

- Your preferred payment method. You have the option to pay by invoice or with a credit card.
- Your parish's EIN number and upload one of the following: 501-c3, a utility bill, or an insurance certificate to verify your parish's identity.

It takes approximately 24-48 business hours for your account to be active. Once your account is complete you will receive an email with your username and temporary password.

Important: Once your account is activated call or email LaTonya Smith, Director of Finance and Administration (252-522-0885 or admin@diocese-eastcarolina.org) to arrange a time for a quick overview.

IMPORTANT

Please use this chart to help you determine which background screening is required based on the ministry role in your congregation or organization. In many congregations, parishioners serve in more than one ministry role. For example, a volunteer youth leader could have a key to the building so they can open up for youth ministry programming on Sunday evenings. A Lay Eucharistic Minister could also volunteer in the parish food pantry. **IN EVERY CASE** they should meet the requirements for the role that has the highest level of training and background check.

Parishes should use this chart as a baseline. Parish leadership may choose to add any course to a role requirement if they so choose. Parish leadership may not choose to take off any course from a role's requirements.



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Role or Title	Application & Interview	Background Check (Includes Sex Offender Registry)	DMV Check	Credit Check
Clergy (managed by diocese)				
Bishop	R	R	R	R
Priest	R	R	R	R
Deacon	R	R	R	R
Retired Clergy	R	R	R	R
Seminarian	R	R	R	R
Postulant	R	R	R	R
Licensed to Serve	R	R	R	R
Lay Staff - Supervisory				
Formation Ministry Director (Children, Youth and/or Adult)	R	R	R	R (if handling money)
Parish Administrator	R	R	R	R
Financial Administrator	R	R	R	R
Communications Director	R	R	R (if driving)	R (if handling money)
Preschool Director	R	R	R	R (if handling money)
Episcopal Organization Staff	R	R	R	R
Program Director	R	R	R (if driving)	R (if handling money)
Lay Staff - Non Supervisory				
Verger	R	R		R (if handling money)
Accountant or Bookkeeper	R	R		R
Nursery Worker	R	R		
Preschool Teacher (including Substitutes)	R	R	R (if driving)	R (if handling money)
Other Lay Staff	R	R	R (if driving)	R (if handling money)



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Elected or Appointed Lay Leadership				
Vestry		R	RM	RM (if handling money)
Warden		R	RM	RM (if handling money)
Treasurer	RM	R	RM	R (if handling money)
Attorney/Chancellor	RM	R	RM	RM (if handling money)
Convention Delegate		RM	RM	
General Convention Deputy		R	RM	
Other Elected or Appointed Lay Leadership		RM	RM	RM (if handling money)
Parish Affiliated School Board Member	R	R	R (if driving)	R (if handling money)
Lay Ministry Leadership (Vol)				
Eucharistic Visitor (offsite)	RM	R		
Stephen Minister	RM	R		
Lay Eucharistic Minister	RM	R		
Other Pastoral Visitor/Minister	RM	R		
Youth or Children's Ministry (Vol)				
Sunday School Teacher	RM	R	R (if driving)	
Youth Leader	RM	R	R (if driving)	
Youth/Children's Choir Director Vol.	R	R	R (if driving)	R (if handling money)
Small Group Leader	RM	R		
Acolyte Leader	RM	R	R (if driving)	
VBS Volunteer (Adult)	RM	R	R (if driving)	
Nursery Worker Volunteer (Adult)	RM	R		
Afterschool Program Volunteer (Adult)	RM	R	R (if driving)	
Parent/Occasional Volunteer (4 x per year or more)		R	R (if driving)	
School Driver	R	R	R	



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Ministry Volunteer				
Altar Guild	RM	R (If a Keyholder)		
Building Hosts	RM	R (if a Keyholder)		
Flower Guild	RM	R (If a Keyholder)		
Committee/Commission Chair	RM	R (If a Keyholder)		
Small Group, Sunday School or Formation Leader for Adults	RM	R (If a Keyholder)		
Keyholder	RM	R		
Ministries of the Parish - Youth Volunteer (16 or Older in High School)				
Nursery Volunteer	RM			
VBS Volunteer	RM			
Sunday School Teacher	RM			
Outreach/Mission Ministry	RM			
Ministries of the Parish - Adult Volunteer				
Boy or Girl Scout Leader (Chartered Troop)	RM	R	R (if driving)	R (if handling money)
Parish Day Camp Staff		R	R (if driving)	R (if handling money)
AA/NA or Similar Leader	R	R	R (if driving)	R (if handling money)
Other Ministry Leader for a group under the name of the parish for non-parishioners & parishioners	RM	R	R (if driving)	R (if handling money)

How to use this chart:

- R = REQUIRED
- RM = RECOMMENDED
- For more details about specific roles or role categories please consult the letter templates found on the website under Policies for the Protection of Children, Youth & Vulnerable Adults.



Safe Church, Safe Communities • Background Checks • Camps

Role or Title	Application & Interview	Background Check (Includes Sex Offender Registry)	DMV Check	Credit Check
Camp Staff - Supervisory				
Camp Director	R	R	R	R
Camp Assistant Director	R	R	R	R
Any Camp Staff who supervise any other camp staff	R	R	R	R
Camp Staff - Non Supervisory				
Day Camp Staff	R	R	R (if driving)	R (if handling money)
Overnight Camp Staff	R	R	R (if driving)	R (if handling money)
Camp Counselor	R	R	R (if driving)	R (if handling money)
Other Camp Staff	R	R	R (if driving)	R (if handling money)

How to use this chart:

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- RM = RECOMMENDED
- For more details about specific roles or role categories please consult the letter templates found on the website under Policies for the Protection of Children, Youth & Vulnerable Adults.