



Safeguard Background Check Chart

Churches	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 - EDOLA	MOVE TO EDOLA; 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 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

Youth Director	YES (SOME EXCEPTIONS)	YES	YES	YES	YES	6 YEARS	OXFORD - EDOLA	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS
Youth Group Volunteer	YES	INFORMATION	SHORT	NO	YES	6 YEARS	YES, CONFIDENCE PKG	6 YEARS; CONFIDENCE PKG	YES	YES	3 YEARS

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

Other	Known 6 months	Application	Interview	Reference Check	DMV Check	DMV Recheck	Background Check	Renew Background	Safeguard Policy	Modules	Renew Safe Training
Diocesan Staff	NO	YES	YES	YES	YES	NO	OXFORD - EDOLA	NO	YES	YES	3 YEARS
Disciplinary Board	NO	INFORMATION	NO	NO	NO	NO	NO	NO	YES	YES	3 YEARS
Executive Board	NO	INFORMATION	NO	NO	NO	NO	NO	NO	YES	YES	3 YEARS
Postulant, Candidate or Seminarian	NO	YES	YES	YES	YES	NO	OXFORD - EDOLA	NO	YES	YES	3 YEARS
Standing Committee	NO	INFORMATION	NO	NO	NO	NO	NO	NO	YES	YES	3 YEARS

Whenever a background check is conducted, the appropriate Disclosure & Authorization form must be signed and kept on file by your organization. Contact the Safeguarding Coordinator Rev. Canon John Kellogg at (504) 895-6634 or jkellogg@edola.org with any questions.