# Trainings and Background Checks in the Diocese of San Joaquin

## for Clergy, Employees, and Volunteers

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## Clergy Currently Canonically Resident in Diocese of San Joaquin

*Required Background Checks for all Current Clergy*

1. Live Scan (one time – stays current from then on with Subsequent Arrest Notices)
    a. Cost is borne by clergyperson – should be a one-time expense while clergyperson remains canonically resident
2. Oxford Documents questionnaire [every five (5) years]

*Required Trainings for Clergy- in- Charge/In Direct Supervisory Roles of Staff and/or Volunteers*

1. Sexual Harassment [every two (2) years]* – Duration = 2hrs
2. Protect Children (CA) [every four (4) years] – Duration = 1.5hrs
3. Protect Vulnerable Adults (CA) [every four (4) years] – Duration = 45min
4. Adult Exploitation in Pastoral Relationships [every four (4) years] – Duration = 45min

*Required Trainings for Clergy NOT In Charge/In Direct Supervisory Roles of Staff and/or Volunteers)*

1. Protect Children (CA) [every four (4) years] – Duration = 1.5hrs
2. Protect Vulnerable Adults (CA) [every four (4) years] – Duration = 45min
3. Adult Exploitation in Pastoral Relationships [every four (4) years] – Duration = 45min

## Clergy Seeking Entry into Diocese of San Joaquin

*Required Background Checks and/or Other Examinations*

1. Live Scan (one time – stays current from then on with Subsequent Arrest Notices)
    a. Cost is borne by clergyperson – should be a one-time expense while clergyperson remains canonically resident
2. Oxford Documents Full Background Check Costs Shall Be Borne As Follows
    a. If answering call to a church within the Diocese:
        i. 1/3 of cost by Clergy Person
        ii. 1/3 of cost by Calling Congregation
        iii. 1/3 of cost by Diocese of San Joaquin
    b. If leaving another diocese but not entering service at a specific church:
        i. Cost is borne ½ by clergyperson and ½ by Diocese

c. May be waived if a copy of the full Oxford Documents Check, or equivalent, is provided by clergyperson; or they release their current bishop to send a copy of such existing background check
    i. New Oxford Documents Questionnaire will still be required to be filled out

*Required Trainings*

1. Sexual Harassment [every two (2) years]* – Duration = 2hrs
2. Protect Children (CA) [every four (4) years] – Duration = 1.5hrs
3. Protect Vulnerable Adults (CA) [every four (4) years] – Duration = 45min
4. Adult Exploitation in Pastoral Relationships [every four (4) years] – Duration = 45min

## Clergy Seeking License to Serve Regularly within Diocese of San Joaquin *(but not to be Canonically Resident)*

*Required Background Checks and/or Other Examinations*

1. Live Scan (one time – stays current from then on with Subsequent Arrest Notices)
    a. Cost is borne by clergyperson – should be a one-time expense while clergyperson remains canonically resident
2. Oxford Documents questionnaire [every five (5) years]

*Required Trainings for Clergy NOT In Charge/In Direct Supervisory Roles of Staff and/or Volunteers*

1. Protect Children (CA) [every four (4) years] – Duration = 1.5hrs
2. Protect Vulnerable Adults (CA) [every four (4) years] – Duration = 45min
3. Adult Exploitation in Pastoral Relationships [every four (4) years] – Duration = 45min

*If Permitted to Hold Supervisory Role, the following training MUST be added*

1. Sexual Harassment [every two (2) years]* – Duration = 2hrs

## Ordinands

*Postulants to Holy Orders* (Completed Prior to Admission as Postulant)

1. Oxford Documents Full Background Check Costs Shall Be Borne As Follows:
    a. Cost responsibility
        i. 1/3 of cost by Aspirant

ii. 1/3 of cost by Sending Congregation
iii. 1/3 of cost by Diocese of San Joaquin

2. Live Scan
    a. Cost responsibility
        i. 100% of cost by Aspirant
3. Psychological Evaluation
    a. Cost responsibility
        i. 1/3 of cost by Aspirant
        ii. 1/3 of cost by Sending Congregation
        iii. 1/3 of cost by Diocese of San Joaquin
4. Medical Evaluation
    a. Cost responsibility
        i. 100% of cost by Aspirant

## Trainings for Candidates for Ordination to Transitional Diaconate *(to be completed prior to ordination to Diaconate)*

1. Protect Children (CA) [every four (4) years] – Duration = 1.5hrs
2. Adult Exploitation in Pastoral Relationships [every four (4) years] – Duration = 45min
3. Protect Vulnerable Adults (CA) [every four (4) years] – Duration = 45min

## Trainings for Candidates for Ordination to Priesthood *(who have completed trainings from transitional diaconate above, and prior to ordination to priesthood)*

1. Sexual Harassment [every two (2) years]* – Duration = 2hrs
2. All of the Transitional Diaconate trainings above, if not already accomplished.

## Trainings for Candidates for Ordination to Vocational Diaconate *(to be completed prior to ordination)*

1. Sexual Harassment [every two (2) years]* – Duration = 2hrs
2. Protect Children (CA) [every four (4) years] – Duration = 1.5hrs
3. Protect Vulnerable Adults (CA) [every four (4) years] – Duration = 45min
4. Adult Exploitation in Pastoral Relationships [every four (4) years] – Duration = 45min

## Pastoral Care Team Members *(would include, but not be limited to: Order of St. Luke, other forms of pastoral care teams, and those who regularly assist the priest and/or deacon in visitations of the sick, prayer, counsel, or any other form of pastoral care of the congregation)*

*Required Background Checks*

1. Live Scan
    a. Cost is borne by volunteer, with assistance from their church and/or the diocese with approval of request

*Required Trainings:*

1. Protect Children (CA) [every four (4) years] – Duration = 1.5hrs
2. Protect Vulnerable Adults (CA) [every four (4) years] – Duration = 45min
3. Adult Exploitation in Pastoral Relationships [every four (4) years] – Duration = 45min

## Senior Wardens/Bishop's Wardens – IF HOLDING TEMPORAL AUTHORITY

*Required Background Checks and/or Other Examinations*

1. Live Scan
    a. Cost is borne by volunteer, with assistance from their church and/or the diocese with approval of request

*Required Trainings:*

1. Protect Children (CA) [every four (4) years] – Duration = 1.5hrs
2. Protect Vulnerable Adults (CA) [every four (4) years] – Duration = 45min
3. Adult Exploitation in Pastoral Relationships [every four (4) years] – Duration = 45min

## Diocesan and Church Staff *(All)*

*Required Background Checks and/or Other Examinations*

1. Live Scan
    a. Cost is borne by employee, with assistance from their church and/or the diocese, with approval of request

*Required Trainings:*

1. Protect Children (CA) [every four (4) years] – Duration = 1.5hrs
2. Protect Vulnerable Adults (CA) [every four (4) years] – Duration = 45min

3. Adult Exploitation in Pastoral Relationships [every four (4) years] – Duration = 45min

*If Holding Supervisory Role, the following training MUST be added:*

1. Sexual Harassment [every two (2) years]* – Duration = 2hrs

## Volunteers with Regular Access to Children *(This includes all children's ministry/youth Sunday School teachers; weekly youth program chaperones; all adults who will be staying at an overnight event with any children not their own, driving any children not their own, or serving as chaperone even if their children are present; vestrymen overseeing such ministry, etc.)*

*Required Background Checks and/or Other Examinations*

1. Live Scan
    a. Cost is borne by volunteer, with assistance from their church and/or the diocese with approval of request
    b. Adults attending a one-time, overnight event who will **NOT** be sleeping in the same room with any children besides their own may skip this background check, but not the training below

*Required Trainings:*

1. Protect Children (CA) [every four (4) years] – Duration = 1.5hrs

## PLEMs and Volunteers with Regular Access to Elderly/Vulnerable Adults *(This includes PLEMs, Nursing Home/Senior Center ministry, etc.)*

*Required Background Checks and/or Other Examinations*

1. Live Scan
    a. Cost is borne by volunteer, with assistance from their church and/or the diocese with approval of request

*Required Trainings:*

1. PLEMS specifically required to take Protect Children (CA) [every four (4) years] – Duration = 1.5hrs
2. Protect Vulnerable Adults (CA) [every four (4) years] – Duration = 45min

## Bookkeepers, Treasurers, and All Regularly Handling Money (paid or not)

*Required Background Checks and/or Other Examinations*

1. Live Scan
    a. Cost is borne by volunteer/employee, with assistance from their church and/or the diocese with approval of request

## END NOTES:

The cost for Live Scan will, in most cases, be less than $40 for both clergy and laity. This dollar amount will vary depending on the fees charged by the agency who does the fingerprint rolling, and thus there remains the possibility that the cost could be above $40. This note is intended merely to give a ball-park cost estimate/expectation.

* *This Sexual Harassment training schedule is based on the calendar YEAR in which the diocesan subscription began and/or renews, not the calendar DATE. These trainings started in calendar year 2015 – this means that all of our "licenses" were purchased in 2015. These licenses are good for two years and will need to be renewed in two years' time (2017). Any license we purchase in the interim will be at this cost, but will only last for the subscription period 2015 – 2017. If a new clergy person enters the diocese in November of 2014, it would make sense to delay their training until renewal in 2017, so that they are on a reasonable 2yr training schedule and not having to redo their Sexual Harassment training in two months' time.*