

Requirements/ Recommendations for Training and Background Checks of Church/Agency Workers Who Are Not Clergy

R = Required S = Strongly Recommended N = Not Required	LEVEL 1 Training: <i>Protecting God’s People</i>	LEVEL 2 Training: leading <i>& Caring for God’s People</i>	5 Year Background Reference Check	Driving Record Report	Credit Report
CHURCH/AGENCY STAFF					
Church/Agency Administrator	R	R	R	N	R
Treasurer (paid)	R	R	R	N	R
Secretarial Staff	R	R	R	N	N*
Treasurer (volunteer)	R	R	R	N	R
Custodial Staff	R	R	R	N	N
Church/Agency Bus Driver	R	R	R	R	N
Church/Agency Nurse	R	R	R	N	N
CHILDREN & YOUTH PROGRAMS					
Director of Religious Education	R	R	R	R	N
Youth Group Leader	R	R	R	R	N
Acolyte Director	R	R	R	N	N
Volunteer Church School Teacher	R	N	R	N	N
Nursery Workers	R	N	R	N	N
Youth Group Volunteer	R	R	R	N	N
Car Pool Driver	R	R	N	R	N
ADULT PROGRAMS					
Vestry Member	R	R	N	N	N
Church Musician/Organist/Choir Master	R	R	R	N	N
Adult Education Teachers	R	R	N	N	N
Worship Leaders/Licensed Lay Readers	R	R	N	N	N
Lay Pastoral Care-giver/ Counselor/Spiritual Director	R	R	R	N	N
Lay Eucharist Visitors (LEV or LEM)/Stephen Ministries	R	R	R	N	N
Lay Preachers	R	R	R	N	N
Chalice Bearers/Lay Readers	R	N	N	N	N
Guild Director or Committee Chair (<i>of non Children/Youth activities</i>)	R	N	N	N	N

JAN2012-1b

*The exception to this non-requirement is if the secretarial staff will have unsupervised, open access to church finances. If that is the case, a credit report is required.