

Check List for Background Screening and Safe Environment Training Procedures

Policy

All diocesan employees and volunteers, school and parish, age 18 and above, working in any capacity with minors, children under the age of 18, or dependent adults, must obtain criminal background screening, safe environment training and sign the diocesan Policy Against Sexual Misconduct Code of Conduct before the start of employment or volunteer work.



The following adults must undergo background screening, have clearance, and complete safe environment training before beginning ministry:

Priests, Deacons, Seminarians	Directors/Coordinators of Religious Education
Principals, Teachers, and School Personnel	Youth Ministers
Volunteer Catechists, Facilitators, Leaders, Aides, etc. Working with Minors	Office Volunteers (parish, religious education, Youth Ministry and school)
Children's Catechumenate Directors, Catechists and Volunteers	Coordinator and Volunteers for Children's Liturgy of the Word
In-home classes – Adult Occupants	Drivers and Chaperones
Parent Volunteers Working with Minors	Parish Staff who have contact with Minors
Parish Receptionist, Business Manager, Plant and Facility Managers	Parish and School Janitors, Maintenance, Handymen, Gardeners
Childcare Providers	Altar Server Trainers, Coordinators
Sacristans and Assistant Sacristans	Full and Part time Liturgy/Music Directors, and Choir Directors
Quinceañera Coordinators	Boy and Girl Scout Leaders, Brownie Leaders, etc.
Extraordinary Ministers of Holy Communion to the Sick and Hospitals	Knights of Columbus

Due to the nature of a parish's constant evolution of ministerial roles, this list is subject to additions and changes. The primary goal is to protect children and youth by background screening and training adults in positions of trust.

If you have any questions or need further clarification as to who is included in this group, please contact the Office of Child and Youth Protection at (714) 282-3069.