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| **#** | **Who it Applies to** | **What you Must Have** | **Up-Date Criminal record check and Sexual Registry** | **How Often**  **SGC** | **How Often**  **SGP - Harassment** | **How Often**  **SGP- Exploitation** |
| 1 | **Clergy** – This includes Retired clergy if you are doing any substitution or interim work | Safeguarding (clergy undergo an Oxford background check and several other types of checks which are all performed by the Diocesan Offices) |  | Every 4 years | Every 5 years | Every 5 years |
| 2 | **All paid church personnel**, whether full time or part time, regardless whether they work with children or youth. (Parish Administrators, Youth Ministers, Directors of Christian Formation, Organists, Music directors, sextons, etc.) | Safeguarding, standard application; reference checks; full and complete criminal records check to include County, Statewide, Federal, and National criminal history check, a National Sex Offender Predator Registry, a Credit Report. And a Motor Vehicle Record, if the person will be regularly transporting children or youth. (Oxford – this type of background check is in-depth and includes reference checks to previous employers) | Every 5 years | Every 4 years | Every 5 years | Every 5 years |
| 3 | **Childcare Workers** | Safeguarding, standard application; reference checks; full and complete criminal records check to include County, Statewide, Federal, and National criminal history check, a National Sex Offender Predator Registry (Trak-1 – Episcopal Oklahoma Criminal Package) | Every 5 years | Every 4 years | Supervisor – Every 5 years | Supervisor – Every 5 years |
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**Safeguarding God’s Family – Safeguarding God’s Children and Safeguarding God’s People**

**Diocese of Oklahoma Requirements**

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| 4 | **All non-paid persons who regularly** (more than 5x a year) **supervise** or assist with supervising children or youth in ministries, programs, or activities. (someone with a title) | Safeguarding, Standard application; reference checks; Criminal records check to include multi-county criminal history check; a multi-state criminal history check; and, a National Sex Offender Predator Registry; face to face interview. (Trak-1 – Episcopal Oklahoma Criminal Package) | Every 5 years | Every 4 years | Every 5 years | Every 5 years |
| 5 | **All volunteers serving in staff positions**, whether full time or part time, regardless whether they work with children or youth | Safeguarding |  | Every 4 years | Every 5 years | Every 5 years |
| 6 | **Parents who assist** more than five (5) times per year with a program in which children/youth are present. | Safeguarding |  | Every 4 years | Every 5 years | Every 5 years |
| 7 | **All persons who regularly (more than 5x a year) provide transportation** to children or youth | Safeguarding, Driver License Record |  | Every 4 years |  |  |
| 8 | **All persons who supervise children or youth at an overnight activity.** | Safeguarding |  | Every 4 years |  |  |

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| 9 | **All staff whether volunteer or paid, at church camps** of more than one session. | Safeguarding, Standard application; reference checks; Criminal records check to include multi-county criminal history check; a multi-state criminal history check; and, a National Sex Offender Predator Registry; face to face interview. (Trak-1) |  | Every 4 years | Every 5 years | Every 5 years |
| 10 | **Those who contract their services to a congregation or its agencies** | Safeguarding |  | Every 4 years |  |  |
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| 11 | **Any person whose living quarters are on the grounds of the church, school or other related agency.** | Safeguarding |  | Every 4 years |  |  |
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| 12 | **Outside cleaning service with key to come in when no one is present** | Nothing |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **SEXUAL HARASSMENT** |  |  |  |  |  |
|  |  |  |  |  | Every 5 years |  |
|  | Finance committee |  |  |  | Every 5 years |  |
|  | Heads of Schools, congregations, and Institutions |  |  |  | Every 5 years |  |
|  | Vestries |  |  |  | Every 5 years |  |
|  | Supervisors of employees and volunteers |  |  |  | Every 5 years |  |
|  | Standing Committee Members |  |  |  | Every 5 years |  |
|  | Diocesan Council Members |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Employees and Designated volunteers (to include volunteer staff) | Receive a copy of the policy and return acknowledgment for their files |  |  |  |  |
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|  | **SEXUAL EXPLOITATION** |  |  |  |  |  |
|  | Clergy |  |  |  |  |  |
|  | Vestries and Bishop Committees |  |  |  |  | Every 5 years |
|  | Stephens Ministers |  |  |  |  | Every 5 years |
|  | Community of Hope |  |  |  |  | Every 5 years |
|  | Spiritual Directors (those trained by FIND or any other licensing group) |  |  |  |  | Every 5 years |
|  | Ministers of any sacrament outside of public worship |  |  |  |  | Every 5 years |
|  | Lay Eucharistic visitors |  |  |  |  | Every 5 years |
|  | Hospital visitors authorized by your church |  |  |  |  | Every 5 years |
|  | Life leaders/peer coaches |  |  |  |  | Every 5 years |
|  | Leaders/facilitators of Bible Studies or Cursillo (serving on teams) |  |  |  |  | Every 5 years |
|  | Christian Formation – EFM Mentors, catechumenate sponsors |  |  |  |  | Every 5 years |
|  | Small group/ministries (New member ministry, prayer ministry) |  |  |  |  | Every 5 years |
|  | Licensed Worship leaders |  |  |  |  | Every 5 years |
|  | Licensed catechists |  |  |  |  | Every 5 years |
|  | Lay congregational leaders |  |  |  |  | Every 5 years |
|  | Lay Chaplains |  |  |  |  | Every 5 years |
|  | Interns |  |  |  |  | Every 5 years |
|  | Persons who do field work |  |  |  |  | Every 5 years |