

Policy on Clergy Background Checks and Training



The Right Reverend Scott B. Hayashi, Eleventh Bishop of Utah

Policy Number: C001

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The Episcopal Diocese of Utah
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PURPOSE

This Policy addresses the requirement for clergy who serve within the Diocese of Utah to complete church worker training (training in regard to sexual misconduct awareness issues). It is applicable to all Clergy, Diocesan Deployment Officer, Office of the Chancellor, and Search Committees. Also see Policy D012, Church Worker Conduct.

DEFINITION

Clergy: In terms of this policy, Clergy refers to all persons ordained, or in the process of ordination, to any clerical order.

POLICY

All clergy who serve within the Diocese of Utah shall complete church worker training (training in regard to sexual misconduct awareness issues) and shall read the Diocesan Policy on “Church Worker Conduct” and return to the office of the Chancellor a signed acknowledgment form found in that policy. Interim clergy may be exempt from the training as described below but shall read the Manual and return the acknowledgement.

Clergy Transferring from Other Dioceses

All clergy transferring to the Diocese of Utah from other dioceses are required to complete church worker training (formerly known as sexual misconduct training) within one year of their official transfer date to the Diocese of Utah. The office of the Chancellor shall inform transferring clergy of this requirement.

When a clergy person is either offered a position with the Diocese of Utah or a parish has narrowed their choice to a short list of candidates, the office of the Chancellor shall be responsible for providing an Application for Employment or Volunteer Appointment, Form 002, to that/those individual(s) for the purpose of initiating a background check.

Once a clergy person has been hired and has arrived in Utah, the office of the Chancellor shall provide the clergy person with a copy of the Diocesan Policy on “Church Worker Conduct” within one month of their arrival. The clergy person shall read the manual and return the acknowledgment form to the office of the Chancellor within three months of their official transfer date.

Clergy Transferring within the Diocese

If a background check for the clergy person has not been previously required, due to the dates of service within the Diocese, a regular background check shall be performed as a condition of the transfer. If a background check was previously performed, an update of the background check shall be performed. It shall be the responsibility of the office of the Chancellor to provide such clergy person with an Application for Employment or Volunteer Appointment for the purpose of initiating a background check.



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Clergy Transferring from the Diocese

For any clergy person transferring from the Diocese, a letter will be sent from the office of the Chancellor to the Bishop where the clergy person is transferring confirming whether or not a background check was completed and providing the status of the individual's church worker training.

Candidates for Ordination

All individuals who are going to be ordained or received in the Diocese of Utah are required to have an initial background check performed prior to becoming a postulant and within two months prior to being interviewed by the Bishop's Advisory Committee on Applicants to the Ministry ("BACAM"), and an updated background check initiated six months prior to ordination to the diaconate. All individuals, thus ordained, who will be serving within the Diocese of Utah are required to complete church worker training designed for clergy (even if they have previously completed training for lay employees and volunteers) within the period of one year before through one year following the date of their ordination to the diaconate. The office of the Chancellor shall inform candidates of these training requirements and provide the candidate with an Application for Employment or Volunteer Appointment within six months prior to ordination for the purpose of updating the background check. The office of the Chancellor will coordinate with the office of the Deployment Officer regarding notification to the candidate of the training, should the candidate plan on remaining in Utah after ordination.

Interim Clergy

Interim clergy are required to have a background check performed. When a clergy person is either offered an interim position with the Diocese of Utah or a parish has narrowed their choice to a short list of candidates, the office of the Deployment Officer shall provide an Application for Employment or Volunteer Appointment to that/those individual(s) for the purpose of initiating a background check.

The interim clergy shall be required to provide proof of training in their home diocese to the office of the Chancellor. If they have not had training, or should the service of the interim within the Diocese of Utah exceed one year, they shall complete the training within six months of their start date. The office of the Chancellor shall inform interim clergy of this requirement and provide information regarding the next scheduled training.

Visiting Clergy

Visiting clergy from other Dioceses who have been licensed to serve within the Diocese of Utah are required to have a background check and church worker training. The office of the Deployment Officer shall provide such individual with an Application for Employment or Volunteer Appointment for the purpose of initiating a background check. The office of the Chancellor shall inform such clergy of the training requirements and provide information for the online training.