

Screening List

National criminal records checks must be obtained for the following persons (checks of other persons are optional depending on circumstances):

- All full and part-time *church staff* whether paid or unpaid (regardless of whether individuals are considered “employees” or “independent contractors” for tax purposes).
 - Background checks **MUST** be completed for *paid* church staff including pastor(s), secretary, music/choir director, sexton, and children/youth workers.
 - Background checks **MUST** be completed for *unpaid* Sunday School and youth leaders, coordinators, administrators, superintendents, etc.
 - Background checks **ARE NOT MANDATORY** for Sunday School teachers and assistants provided the church follows the Two Adult Rule.
- All *paid and volunteer* staff involved in a regular, weekday nursery school, primary and secondary school, day care center and after school program controlled, sponsored and/or operated by the church.
- Any person, whether paid or volunteer, involved in overnight activities and providing counseling, tutoring and/or mentoring whether or not operated in groups or one-to-one.