Tab B-7

Procedures for Conducting Background Checks

Samples:

- **Clergy Forms for Background Checks**
- **License to Officiate Form**

Episcopal Diocese of San Diego

Procedures and Form for Conducting Background Checks for the Episcopal Diocese of San Diego

Clergy Requirements

- ***New rector and vicar information will be processed with the diocesan deployment officer.***
- ***As of April 1, 2007, the process for Deacons or Priests being licensed to officiate in this diocese is:***

1. Those seeking to be licensed for the first time need to set up an appointment to meet with the Bishop. Please contact Bobbi, the Bishop's assistant. The phone number is (619) 291-5947 ext. 303. Please send a copy of your resume to the Bishop in advance of your appointment.

2. At the time of your meeting with the Bishop you will be provided with paperwork and instructions for what is needed to complete the requirements for licensing. Those requirements include the following: (see sample forms)

   - Clergy Information Form
   - Diocesan Questionnaire
   - License to Officiate Application *(See conditions listed below.)*
   - Receiving, Reading, and Completing Certification Form for "*the Policy and Procedures Manual on Sexual Abuse & Misconduct for Addressing: Prevention and Response for Assistant, Non-parochial & Retired Clergy" and the "Summary for Child Abuse Statutes and Report Requirements of the State of California."*
   - Provide documentation from your home diocese on completing "Safeguarding God's People Training" or equivalent in your home diocese. You can attend training within this diocese. Training will need to be completed before licensing is to be reviewed.

3. Clergy not currently licensed but wishing to be licensed must submit to an Oxford Document background check. The person seeking to be licensed is financially responsible for the necessary fees (currently $200+). Payment is due with this application, along with required documents before the background check can be initiated. If the fee exceeds $200 the candidate will be billed for the remainder. If the fee is under $200, the balance will be refunded. (see sample form)

4. The Bishop may waive any of the above requirements in special situations.

Deacons or Priests may be licensed to officiate in this Diocese under the following conditions:

1. Licenses will be issued to officiate either throughout the Diocese or restricted to a specific church, area or institution at the discretion of the Bishop.

2. All licenses issued at this time will expire the first Sunday of Advent 2008.

3. A deacon or priest requesting to be licensed must attend a church within the Diocese on a regular basis and have done so **for at least one year.**

4. A deacon or priest requesting to be licensed must have an active ministry in a church within this Diocese or have a position in a secular institution which requires that he or she perform clerical functions as part of his or her employment.

5. The clergy person in charge of the church or the person in charge of the secular institution must recommend in writing that the license be issued.

Upon satisfactory completion of all procedures, the Bishop will review your application and issue you a license to officiate.

Lay People

Churches and/or institutions are required to conduct background investigations for their lay employees. An investigation for volunteers is at each church's discretion. The background check should include a five to ten year criminal investigation and a search of the National Background Directory. Credit bureau record checks should be obtained for employees dealing with money. A motor vehicle report will provide information on traffic violations, accidents and DUI arrests, and is required for people who will be driving others, such as youth workers.

There are several reputable companies that do background investigations, a few are included.

- Oxford Document Management Company, Inc.
  655 West Highway 10
  Anoka, MN 55303-1623
  Phone: (763) 971-0124
  (800) 801-9114
  Fax: (763) 971-0126
  E-mail: info@oxforddoc.com URL: www.oxforddoc.com

- The Cutler Group: www.cutlerinsurance.com www.church-screening.com

- Integra Scan www.integrascan.com

Episcopal Diocese of San Diego
Applicant Background Check Request Form
The Oxford Document Management Company

Church - Institution - Individual AUTHORIZING BACKGROUND CHECK	Please type or print all information clearly.
Date of Request	
Church/Institution/Individual	
Mr./Ms./Mrs./Dr./The Rev	
Address	
City, State, Zip	
Phone	

APPLICANT INFORMATION	*Please identify person for which background Check is being done. Put one request per form.*
Mr./Ms./Mrs./Dr./The Rev	
Home Address	
City, State, Zip	
Phone Number (include area code)	
Paid or Volunteer	
Position	

SAMPLE

SELECT THE SERVICES TO BE PERFORMED	*Background Investigation CHECK ONE* **'X'** *(5 or 10 yr.)* ***CHECK OTHERS* **'X'** *according to position & responsibility*
Five-year background investigation *($100.00)* *Includes National Background Directory Search*	
Ten-year background investigation *($140.00)* *Includes National Background Directory Search*	
* Credit Bureau records check *($20.00)*	
* Motor Vehicle records check *($20.00)*	
* Criminal Records Check *($20) per County***	
Responsible Party for Payment	
TOTAL DUE	**$**

****Price per county, charges is based on applicants name & residential address history. Additional feed may be charged by individual counties.**

The Bishop requests that all clergy in this diocese complete this form and return it to the Diocesan Office, Attention: Bobbi Hoff, Executive Assistant to the Bishop.

Full Name _____ _____ _____
first middle last

Birth Date _____ Social Security No. _____

Present Position _____ Date started _____

Previous Position_____ Date started _____

Office Address_____ Zip _____ Phone #(_____)_____

Home Address_____ Zip _____ Phone # (_____)_____

E-mail _____ Cell (_____)_____Fax # (_____)_____

Mailing Address (indicate home or office) _____

Canonically Resident in Diocese of _____

Ordained to Diaconate _____
Mo/Day/Yr City Bishop

Ordained to Priesthood _____
Mo/Day/Yr City Bishop

College/University _____ Degree(s) _____

Seminary _____ Degree(s) _____

First Name You Prefer _____ Title You Prefer _____

Spouse's Full Name _____ Name Preferred _____

Birth Date _____ Wedding Date _____ Place _____

Children	Date of Birth	If Married - Name

SAMPLE

Any additional information you think will be helpful to your Bishop:

_____

_____

_____

The Episcopal Diocese of San Diego

BACKGROUND QUESTIONNAIRE

Revised 6/2006

Your Name _____

Residential Address _____

_____

Residential Telephone Number (_____) _____

Other Names Used _____

SAMPLE

Please staple further comments to questions to this document

1. Are you, any of your family members, or your co-workers concerned about your patterns of alcohol or drug use (whether prescription or not)? If so, give full details.

2. Is there anything in your behavior or background that, if known, might cause concern or distress within a congregation or the family of any youths with whom you may have contact? If so, give full details.

3. Have you ever been diagnosed and/or treated as a paraphiliac, as that term is defined by the American Psychiatric Association (e.g. pedophilia, exhibitionism, voyeurism)? If so, give full details.

4. Has any investigation ever been undertaken, or any charge, complaint, presentment ever been made against you, with respect to possible ecclesiastical discipline? If so, give full details.

5. If not fully answered above, is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance and care of either a congregation, shut-ins, or young people? If so, give full details.

6. Have you ever been dismissed by any other congregation, parish, diocese in the Episcopal Church or any similar body in any other church? If so, give full details.

The information provided by me in this Form is true, complete and correct, to the best of my knowledge.

I understand and agree that a background investigation may be conducted with respect to me and that this information may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me, including financial and criminal history information. I hereby release and agree to hold harmless from liability any person or organization that provides such information. I also agree to release and hold harmless the Episcopal Diocese of San Diego and _____[Parish or entity]), their officers, employees, agents and volunteers in connection with the provisions of such information.

I also understand that the Episcopal Diocese of San Diego and any entity within the said Diocese which may desire to hire me is relying on the truth and completeness of my answers to the questions posed herein, in connection with obtaining insurance and for other purposes. I therefore assert and represent to the Episcopal Diocese of San Diego and to any entity within the Diocese for which I may work, either as an employee or a volunteer, that no statement made by me herein contains a material misstatement or the omission of a material fact, nor is any statement, in light of the circumstances under which it is made, materially misleading.

Dated: _____ Signed _____

SAMPLE

EPISCOPAL DIOCESE OF SAN DIEGO

Application for
License to Officiate

I hereby request that I be granted a License to Officiate in the Episcopal Diocese of San Diego.

Date _____ Order _____
Deacon or Priest

Name _____

Address _____City _____Zip _____

Canonical Residence _____

Church Where Attending _____

Sponsoring Church or Institution _____

Sponsoring Clergy or Institution Head _____

Location of Proposed Ministry _____

Briefly describe proposed ministry *(please use reverse side of page for further comments)*

_____

_____

_____

_____
Signature

SAMPLE

RECOMMENDATION REQUIRED

From Clergy person within the Diocese or secular institution where clerical function are to be performed

Please give the length of time you have known the candidate._____

I endorse the above named clergy's application to be licensed to officiate
in the Episcopal Diocese of San Diego.

_____ _____
Name Church or Institution

_____ _____
Signature Date