Required Reading

NOTE: IN ADDITION TO THE TABS LISTED BELOW, all must read the main text of the Policy Manual, pages 1-16, PLUS all paid and unpaid workers whose jobs include recruiting or hiring must read all of Tab B, and all workers whose jobs include providing counseling must read Tab U.

Position	***Must Read Manual Plus These Tabs***
Clergy	**B, C, S, T, U**
All Lay Employees, including	
Administrative Assistants	**I, S, T**
Child Care Providers	**E, S, T**
Children's Ministry Directors	**D, S, T**
Choir Directors	**F, S, T**,
Christian Education Directors	**D, S, T**
Music Directors	**F, S, T**
Nursery Workers	**E, S, T**
Organists	**F, S, T**
Other Program Staff (Outreach, Lay Pastoral Associates, etc.)	**L, S, T**
Parish Administrators	**B, G, S, T, U**
Parochial School Teachers	**H, S, T**
Receptionists	**I, S, T**
Secretaries	**I, S, T**
Sextons	**J, S, T**
Youth Workers	**K, S, T**
Volunteer Youth Workers Who Regularly Supervise Child/Youth Activities	
(Excluding “Sunday Morning Only” Workers)**	**M, S**
Lay Licensed Ministers	**B, S, T, U**
Regularly Scheduled “Sunday Morning Only” Workers, including	
Sunday School Teachers (paid and unpaid) B-5 (if unpaid),	**N, S**
Nursery Volunteers B-5,	**O, S**
Child/Youth Workers (paid and unpaid) B-5 (if unpaid),	**P, S**
Vestry Members and Wardens	**B, R, S, T, U**
Leaders of Non-Church Groups Using Church Facilities	**Q, S**