



Diocese of Kootenay
ANGLICAN CHURCH OF CANADA

Ministry Roles – Criminal Record/Vulnerable Sector Check + Safe Church Requirements

IMPORTANT: A **vulnerable sector check** is only required for staff and volunteers who are in a position of authority and/or trust over vulnerable adults or children. When a vulnerable sector check is run by the governing authority, it will also include a criminal record check. A **criminal record check** is appropriate for staff and volunteers who are not in a position of authority and or/trust over vulnerable adults or children. The below chart outlines which roles require a criminal record check, a vulnerable sector check, or neither.

Role	Risk Level of Position + Sector Classification	Risk Level: High, Medium, Low	Criminal Record/ Vulnerable Sector Check Required?	Safe Church Training Required?
All Roles- High Risk Level				
Camp Leader + all Resident Camp, Overnight or Day Camp Staff	High Risk- Children or Vulnerable Adults	High Risk	Vulnerable Sector Check	Yes
Clergy (Incumbent, Priest, Priest in Charge, LTP, Deacon)				
Clergy - Postulant				
Honourary Assistant (or anyone with Licenses or Permission to Officiate)				
Licensed Lay Minister- <i>Licensed for Home or Care Home Visits and/or Laying on of Hands</i>				
Intercessor- <i>only if in healing prayer/laying on of hands category</i>				

Music Director	High Risk- Children or Vulnerable Adults	High Risk	Vulnerable Sector Check	Yes
Organist/Pianist- <i>only if providing lessons to children or vulnerable adults</i>				
Parish Nurse or Camp Nurse				
Refugee Committee Member or Refugee Support Volunteer				
Sunday School Teacher				
Youth Leader				
Diocesan Employee, Parish Employee or Volunteer- <i>only if they are in a position of authority over vulnerable adults or children</i>				
Finance Related Roles- Medium + High Risk Levels <i>Any role that has unsupervised access to finances or related accounts should submit a criminal record check (in addition to a vulnerable sector check if applicable)</i>				
Warden	High Risk- Financial; Children or Vulnerable Adults	High	Vulnerable Sector Check	Yes
Treasurer	High Risk- Financial	High	Criminal Record	
Team Collection Counter (Offering)	Medium Risk- Financial	Medium	Criminal Record	
Envelope/Recording Secretary	Medium Risk- Financial	Medium	Criminal Record	
All Roles- Medium Risk				
ACW Leader	Medium Risk- Children or Vulnerable Adults	Medium	Vulnerable Sector Check	Yes
Small Group/Bible Study Leader				
Camp Committee, Church Committee or Parish Council Leader, Diocesan Council or Administration Committee Member, Parish Volunteer Coordinator - <i>only if they are in a position of authority over vulnerable adults or children</i>				

Licensed Lay Minister- <i>Licensed for Morning & Evening Prayer and Preaching only</i>	Medium Risk- Children or Vulnerable Adults	Medium	Vulnerable Sector Check	Yes	
Contractor - <i>only if there is potential for direct or unsupervised access to children or vulnerable adults.</i>	Medium Risk	Medium	Criminal Record	No	
Janitor/Cleaner (employee)	Medium Risk	Medium	Criminal Record	Yes	
Volunteer Serving in a Public Setting (Food Pantry, Soup Kitchen)	Medium Risk	Medium	Criminal Record	Yes	
All Roles- Low Risk					
ACW/Guild Members	Low Risk	Low	No	No	
Altar Guild					
Audio-Visual Controller					
Bulletin Typist/Folder					
Choir Member					
Coffee Committee Members					
Communion Assistant					
Contractors (including cleaners/groundskeepers)- <i>with no direct or unsupervised access to children or vulnerable adults</i>					
Crucifer					
Flower Person					
Greeter					
Grounds Caretaker					
Intercessor- <i>if not in the healing prayer category</i>					
Newsletter Editor					

Organist/Pianist- <i>if they do not provide lessons to children/vulnerable adults</i>	Low Risk	Low	No	No	
Reader; Sidespeople					
Parish Council Member; Committee Member, Camp Committee- <i>if they are not in a position of authority over vulnerable adults or children</i>	Low Risk	Low	No	Yes	
Diocesan Synod Member or Delegate- <i>if they are not in a position of authority over vulnerable adults or children</i>	Low Risk	Low	No	Yes	

*If you need further guidance determining the risk level of a role not listed, please contact the Diocesan Administrator.
To determine which modules a role requires, refer to the **Safe Church Modules by Role** document.*

Guide to Background Checks

REMINDER: A **vulnerable sector check** is only required for staff and volunteers who are in a position of authority and/or trust over vulnerable adults or children. When a vulnerable sector check is run by the governing authority, it will also include a criminal record check. A **criminal record check** is appropriate for staff and volunteers who are not in a position of authority and or/trust over vulnerable adults or children.

Employee Criminal Record Check or Employee Vulnerable Sector Check	The Diocese <u>does not</u> have clearance to perform employee checks in house. They must be requested by visiting your local RCMP/Police Detachment. Find your local RCMP <u>here</u> . Bring two pieces of government issued ID, one with a photo- please check the requirements of your local detachment. There is a fee for employee applications. The Diocese will reimburse the cost for stipendiary clergy only- any other fee is the responsibility of the parish.
Volunteer Criminal Record Check	The Diocese <u>does not</u> have clearance to perform these checks in house. They must be requested by visiting your local RCMP/Police Detachment. Find your local RCMP <u>here</u> . Bring two pieces of government issued ID, one with a photo - please check the requirements of your local detachment. Please ask the Diocese for a personalized volunteer letter to bring with you to the RCMP (provides proof you are a Diocesan/parish volunteer) and this should result in a waived application fee.
Volunteer Vulnerable Sector Check	The Diocese has clearance to request these checks via online submissions (contact admin@kootenay.info for online account access- there is no fee). If you have issues with the online process, we can provide a form instead that can be printed, completed and mailed or scanned back to admin@kootenay.info and the Diocese will submit on your behalf (no fee).