

Background Checks and Clearance Requirements

For Active Clergy, Lay Leaders, and Volunteers

The care and protection of all those entrusted to our care is of the utmost importance. According to our Safe Church Policy (implemented as of December 31, 2025), the following background checks and clearances will be required of clergy, diocesan staff, diocesan leadership, child and youth workers, workers with vulnerable adults, and vestry members (at the congregation's discretion).

Clergy in the Anglican Diocese of Pittsburgh (ADP) who lead any ministry, within or outside of a church, must submit appropriate items listed below to the Bishop's Office. The requirements for clergy residing and/or working in Pennsylvania, Illinois, Tennessee, and Minnesota (where we have ADP congregations) are outlined in detail. Clergy residing and/or working in other USA states, or in countries outside of the USA, are responsible for the research and fulfillment of their state/country's clearance requirements. These clergy will need to sign the Statement of Responsibility, indicating that they have done so.

Diocesan staff members and diocesan leadership must submit the appropriate items listed below to the Bishop's Office.

Child and Youth Workers, Workers with Vulnerable Adults, and vestry members (if church policy requires such) must submit the appropriate items listed below to their church administrator and/or rector.

Child and Youth Workers, Workers with Vulnerable Adults, and vestry members must consistently attend the church at least six months prior to volunteering, actively participating in the life of the church and Sunday morning worship. For vestry members, local congregation bylaws may have additional membership requirements.

Disqualifications

Applicants deemed by the congregation, in its discretion, to indicate any threat or danger to children or vulnerable adults will not be permitted to work with children or vulnerable adults. The following conduct or characteristics by an applicant shall automatically disqualify an applicant from working with children and vulnerable adults: any history of sexual abuse (child or otherwise), any history of violent crime, and any history of sexual crime or misconduct.

Definitions

CANONICALLY RESIDENT PAROCHIAL CLERGY: Priests on staff with an ADP church, and all Deacons attending/assigned to an ADP church, whose canonical residence is ADP.

CANONICALLY RESIDENT NON-PAROCHIAL CLERGY: Priests whose primary occupation is outside of an ADP church, as well as Deacons not attending/assigned to an ADP church.

NON-CANONICAL LICENSED CLERGY: Priests and deacons whose canonical residency is in another Anglican diocese.

DIOCESAN LEADERSHIP: Elected and current members of the ADP Standing Committee, Diocesan Council, and Commission on Ministry.

CYVA: Children, Youth and/or Vulnerable Adults.

Background Checks and Clearance Requirements: Pennsylvania

See below for more information on each clearance item		CLERGY canonically resident parochial	CLERGY canonically resident non-parochial	CLERGY non-canonical licensed	EMPLOYEES of the Diocese or congregation	DIOCESAN LEADERSHIP (recommended for vestries)	VOLUNTEERS working with CYVA	ANYONE leading a camp with CYVA	ANYONE transporting CYVA
Once	Application¹ , Including References²	✓	✓	✓	✓	✓	✓	✓	✓
	Face to Face Interview³	✓	✓	✓	✓	✓	✓	✓	✓
	Social Media Search¹¹	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended
Varies	DMV Driver's License Check⁴	Included in Oxford	Included in Oxford	Included in Oxford	As applicable	As applicable	As applicable	As applicable	✓
	Credit Bureau Record Check⁵	Included in Oxford	Included in Oxford	Included in Oxford	Recommended	Recommended			
Renew every 5 years	Oxford Doc Management⁶	✓	✓	✓					
	FBI Fingerprinting⁷	✓	✓	✓	✓	✓	✓	✓	✓
	PA Criminal Record⁸	✓	✓	✓	✓	✓	✓	✓	✓
	PA Child Abuse History⁹	✓	✓	✓	✓	✓	✓	✓	✓
	Nat'l Sex Offender Registry¹⁰	Included in Oxford	Included in Oxford	Included in Oxford	✓	✓	✓	✓	✓
Renew every 2 years	Acknowledgement of Safe Church Policy¹²	✓	✓	✓	✓	✓	✓	✓	✓
	MinistrySafe Sexual Abuse Awareness Training¹³	✓	✓	✓	✓	✓	✓	✓	✓
	MinistrySafe Camp Leadership Training¹⁴	As applicable	As applicable	As applicable	As applicable	As applicable	As applicable	✓	As applicable
1y	Clergy Annual Report¹⁵		✓	✓					

Background Checks and Clearance Requirements: Illinois

See below for more information on each clearance item		CLERGY canonically resident parochial	CLERGY canonically resident non-parochial	CLERGY non-canonical licensed	EMPLOYEES of the Diocese or congregation	DIOCESAN LEADERSHIP (recommended for vestries)	VOLUNTEERS working with CYVA	ANYONE leading a camp with CYVA	ANYONE transporting CYVA
Once	Application¹ , Including References²	✓	✓	✓	✓	✓	✓	✓	✓
	Face to Face Interview³	✓	✓	✓	✓	✓	✓	✓	✓
	Social Media Search¹¹	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended
Varies	DMV Driver's License Check⁴	Included in Oxford	Included in Oxford	Included in Oxford	As applicable	As applicable	As applicable	As applicable	✓
	Credit Bureau Record Check⁵	Included in Oxford	Included in Oxford	Included in Oxford	Recommended	Recommended			
Renew every 5 years	Oxford Doc Management⁶	✓	✓	✓					
	FBI Fingerprinting⁷	✓	✓	✓	✓	✓	✓	✓	✓
	Criminal History Information Response Process (CHIRP)¹⁶	✓	✓	✓	✓	✓	✓	✓	✓
	Title IX and Sexual Harassment Training¹⁷	✓	✓	✓	✓				
	Nat'l Sex Offender Registry¹⁰	Included in Oxford	Included in Oxford	Included in Oxford	✓	✓	✓	✓	✓
Renew every 2 years	Acknowledgement of Safe Church Policy¹²	✓	✓	✓	✓	✓	✓	✓	✓
	MinistrySafe Sexual Abuse Awareness Training¹³	✓	✓	✓	✓	✓	✓	✓	✓
	MinistrySafe Camp Leadership Training¹⁴	As applicable	As applicable	As applicable	As applicable	As applicable	As applicable	✓	As applicable
1y	Clergy Annual Report¹⁵		✓	✓					

Background Checks and Clearance Requirements: Tennessee

See below for more information on each clearance item		CLERGY canonically resident parochial	CLERGY canonically resident non-parochial	CLERGY non-canonical licensed	EMPLOYEES of the Diocese or congregation	DIOCESAN LEADERSHIP (recommended for vestries)	VOLUNTEERS working with CYVA	ANYONE leading a camp with CYVA	ANYONE transporting CYVA
Once	Application¹, Including References²	✓	✓	✓	✓	✓	✓	✓	✓
	Face to Face Interview³	✓	✓	✓	✓	✓	✓	✓	✓
	Social Media Search¹¹	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended
Varies	DMV Driver's License Check⁴	Included in Oxford	Included in Oxford	Included in Oxford	As applicable	As applicable	As applicable	As applicable	✓
	Credit Bureau Record Check⁵	Included in Oxford	Included in Oxford	Included in Oxford	Recommended	Recommended			
Renew every 5	Oxford Doc Management⁶	✓	✓	✓					
	Tennessee Bureau of Investigation¹⁸	✓	✓	✓	✓	✓	✓	✓	✓
	Nat'l Sex Offender Registry¹⁰	Included in Oxford	Included in Oxford	Included in Oxford	✓	✓	✓	✓	✓
Renew every 2 years	Acknowledgement of Safe Church Policy¹²	✓	✓	✓	✓	✓	✓	✓	✓
	MinistrySafe Sexual Abuse Awareness Training¹³	✓	✓	✓	✓	✓	✓	✓	✓
	MinistrySafe Camp Leadership Training¹⁴	As applicable	As applicable	As applicable	As applicable	As applicable	As applicable	✓	As applicable
1y	Clergy Annual Report¹⁵		✓	✓					

Background Checks and Clearance Requirements: Minnesota

See below for more information on each clearance item		CLERGY canonically resident parochial	CLERGY canonically resident non-parochial	CLERGY non-canonical licensed	EMPLOYEES of the Diocese or congregation	DIOCESAN LEADERSHIP (recommended for vestries)	VOLUNTEERS working with CYVA	ANYONE leading a camp with CYVA	ANYONE transporting CYVA
Once	Application¹ , Including References²	✓	✓	✓	✓	✓	✓	✓	✓
	Face to Face Interview³	✓	✓	✓	✓	✓	✓	✓	✓
	Social Media Search¹¹	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended
Varies	DMV Driver's License Check⁴	Included in Oxford	Included in Oxford	Included in Oxford	As applicable	As applicable	As applicable	As applicable	✓
	Credit Bureau Record Check⁵	Included in Oxford	Included in Oxford	Included in Oxford	Recommended	Recommended			
Renew every 5	Oxford Doc Management⁶	✓	✓	✓					
	FBI Fingerprinting⁷	✓	✓	✓	✓	✓	✓	✓	✓
	Nat'l Sex Offender Registry¹⁰	Included in Oxford	Included in Oxford	Included in Oxford	✓	✓	✓	✓	✓
Renew every 2 years	Acknowledgement of Safe Church Policy¹²	✓	✓	✓	✓	✓	✓	✓	✓
	MinistrySafe Sexual Abuse Awareness Training¹³	✓	✓	✓	✓	✓	✓	✓	✓
	MinistrySafe Camp Leadership Training¹⁴	As applicable	As applicable	As applicable	As applicable	As applicable	As applicable	✓	As applicable
1y	Clergy Annual Report¹⁵		✓	✓					

Background Checks and Clearance Requirements: Outside PA/IL/TN/MN

See below for more information on each clearance item		CLERGY canonically resident non-parochial	CLERGY non-canonical licensed	EMPLOYEES of the Diocese or congregation	DIOCESAN LEADERSHIP (recommended for VESTRY)	VOLUNTEERS working with CYVA	ANYONE leading a camp with CYVA	ANYONE transporting CYVA
Once	Application¹ , Including References²	✓	✓	✓	✓	✓	✓	✓
	Face to Face Interview³	✓	✓	✓	✓	✓	✓	✓
	Social Media Search¹¹	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended
Varies	DMV Driver's License Check⁴	Included in Oxford	Included in Oxford	As applicable	As applicable	As applicable	As applicable	✓
	Credit Bureau Record Check⁵	Included in Oxford	Included in Oxford	Recommended	Recommended			
Renew every 5 years	Oxford Doc Management⁶	✓	✓					
	FBI Fingerprinting⁷	✓	✓	✓	✓	✓	✓	✓
	State Requirements¹⁹	✓	✓	✓	✓	✓	✓	✓
	Nat'l Sex Offender Registry¹⁰	Included in Oxford	Included in Oxford	Included in Oxford	✓	✓	✓	✓
Renew every 2 years	Acknowledgement of Safe Church Policy¹²	✓	✓	✓	✓	✓	✓	✓
	MinistrySafe Sexual Abuse Awareness Training¹³	✓	✓	✓	✓	✓	✓	✓
	MinistrySafe Camp Leadership Training¹⁴	As applicable	As applicable	As applicable	As applicable	As applicable	✓	As applicable
Annually	Statement of Responsibility¹⁹	✓	✓	✓	✓	✓	✓	✓
	Clergy Annual Report¹⁵	✓	✓					

Resources

1. *Application for Position (clergy, staff, leader, or volunteer)*

In addition to information pertinent to the position, the application should contain

- a. whether or not the applicant or any immediate family member or person living in his/her household has been convicted of, pled *nolo contendere* to, had adjudication withheld for, or has an active arrest for any crime involving abuse or neglect,
- b. whether or not he/she has been diagnosed with any paraphilic psychological condition, and
- c. whether he/she has ever been accused of abuse or behavioral violations with children or vulnerable adults.

Sample application and reference form available at <https://www.adpgh.org/protecting-our-people/>

2. *References*

References must be secured from immediate supervisors (or acceptable substitutes) at the most recent places of employment, as well as at least two personal references. References must be contacted by supervisors and the results documented.

3. *Face-to-Face Interview*

A face-to-face interview will be conducted with detailed questions about interactions with children or vulnerable adults and overall lifestyle, as applicable to the position.

4. *Social Media Search*

Churches are encouraged to perform a cursory review of applicants' social media presence and review any concerns in the interview process.

5. *DMV Driver's License Check*

Renew every 5 years as applicable to position.

Clergy, employees, Child and Youth Workers, and Workers with Vulnerable Adults who are responsible for driving minors or vulnerable adults to a sponsored activity should provide

- a. Copies of their valid driver's license, vehicle registration, and proof of insurance
- b. Report from insurance-approved background check (check with your broker), including a DMV record check

MinistrySafe offers this type of check.

The best practice would be to prepare and secure signatures on a Transportation Agreement.

Cost varies.

6. *Credit Bureau Record Check*

Renew every 5 years as applicable to position.

A credit bureau record check is recommended for clergy, treasurers, bookkeepers, check signers, and those with access to any congregation financial accounts and/or credit cards. This is recommended for vestry members.

Cost varies.

MinistrySafe will be updated to allow for this type of check.

7. *Oxford Management Document Company Background Report*

Renew every 5 years.

With no report, a ten-year background check must be completed. **The Oxford report includes a state criminal record check and National Sex Offender Registry check.**

Contact [Christina Silva](#) to initiate an Oxford check. The Diocese is billed and, in turn, invoices the individual.

There are two fees from Oxford. The initial fee is \$120 (5 years) or \$155 (10 years). The second fee covers the cost for the public records that they request, and this varies by individual (i.e. number of places which the individual has lived, as well as the costs associated with those specific states/countries). Please see [OxfordDoc.com](#) for the public records fee schedule. (Note: the credit check and motor vehicle records are included in basic check already).

8. *FBI Fingerprinting*

Renew every 5 years.

Clergy are NOT permitted to use the waiver.

Cost varies.

PA: Appointments are scheduled at <https://uenroll.identogo.com/>, using service code **1KG756**.

Chicagoland: <https://www.bioscanktek.com/home>

Other USA states: <https://www.identogo.com/services/live-scan-fingerprinting> or
<https://www.nbinformation.com/order.php>

9. *PA Criminal Record Check*

Renew every 5 years.

Clergy will have this report included with the Oxford Report. Cost: \$22

<https://epatch.pa.gov/home>

10. *PA Child Abuse History Clearance*

Renew every 5 years.

Volunteers: free; Non-volunteer applicants: \$13.00

<https://www.compass.state.pa.us/cwis/public/home>

11. *National Sex Offender Registry check*

Renew every 5 years.

Searches sex offender registries for all 50 states, the District of Columbia, U.S. Territories, and

Indian Country. Church administrators, rectors, and other supervisors should perform the Registry check and save the results. Clergy will have this report included with the Oxford Report.

<https://www.nsopw.gov/>

12. ADP Safe Church Policy Training and Acknowledgement of Receipt

Renew every 2 years.

This will include a thorough reading of the policy, any additional training provided by the individual church, and a signed individual Acknowledgement of Receipt. Lay church staff and volunteers will submit the acknowledgement to their church. Clergy, diocesan staff, and diocesan leadership will submit the online form to the diocesan office.

<https://www.adpgh.org/protecting-our-people/>

13. MinistrySafe Sexual Abuse Awareness Online Training

Renew every 2 years.

Lay people and parochial clergy should contact their church administrator to initiate the training; all other clergy should contact [Christina Silva](#) to initiate training.

The cost for those NOT under the Philadelphia Insurance Company is \$8 (as of June 2024).

14. MinistrySafe Camp Leadership Training

Renew every 2 years as applicable.

Lay people and parochial clergy should contact their church administrator to initiate the training; all other clergy should contact [Christina Silva](#) to initiate training.

This is an add-on to the Sexual Abuse Awareness training module and has no additional cost.

15. Clergy Annual Report

Submit annually.

All clergy who are licensed or non-canonical (see definitions on p.1) must complete the Clergy Annual Report and submit it to Bishop Alex by January 31.

16. Illinois Criminal History Information Response Process (CHIRP)

Renew every 5 years.

Cost is variable.

Illinois clergy and volunteers are required by the state to obtain the background checks via CHIRP.

<https://chirp.isp.illinois.gov/CHIRP/login.action>

17. Title IX and Sexual Harassment Training

Renew every 5 years.

Illinois clergy and paid staff are required by the state to have training on Title IX and on Sexual Harassment. Training may be completed via Traliant: "Title IX: Preventing Sexual Misconduct for Faculty and Staff" and "Preventing Workplace Harassment in Offices - US Edition".

The cost is \$54.

<https://learn.traliant.com/product-catalog/smb-portal/>

18. Tennessee Bureau of Investigation

Tennessee clergy, employees, and volunteers are required by the state to obtain the background checks included in the TBI report. This specifically includes: TN Criminal History, TN Sexual Offender Search, FBI Name Based Search, TBI Fingerprint Search, and FBI Fingerprint Search. The Fingerprint Searches are not required for church volunteers, but they are required for those serving as a Diocesan Leader and are recommended for Vestry. The process may be completed online or by mail. Background check results are provided electronically. A valid email address is required. The cost is \$29.

<https://www.tn.gov/tbi/divisions/cjis-division/background-checks.html>

19. Other States' Requirements and Statement of Responsibility

ADP non-parochial clergy residing in states outside of PA, IL, TN, and MN, or outside of the USA, are responsible for knowing the clearance requirements for their given state/country. Clergy in this category will sign a Statement of Responsibility and will submit this with their Annual Report.

Questions?

Contact the ADP Safe Church Director at SafeChurches@adpgh.org.