

GUIDANCE ON BACKGROUND CHECKS

for Parish Rectors

Anyone in the following roles within any Diocesan Parish/Mission is **required** to have a background check:

- Any major or minor clergy all the way down to readers;
- Adult (over 18) altar servers;
- Sunday School Teachers;
- Choir Directors;
- “Anyone having more than incidental contact with youth,” which basically means anyone working with youth in any official capacity.

Background checks for council members and anyone working at the Parish/Mission in a position other than those listed above (e.g. groundskeepers, custodians, etc.) are **recommended**, but not required. However, people in these roles should be checked against the National Sex Offender Registry.

When someone in your parish needs a background check, they simply need to fill out the form at <https://ministryopportunities.org/portal/OrthodoxChurch>.

Once someone is in our background check system, we renew their background check *automatically* every three years. Neither you nor the person being checked needs to take any further action for this renewal. You should, however, contact Fr. Joel Brady, the Diocesan Background Check Administrator, when someone *leaves* a position requiring a background check, so that their background checks are not renewed unnecessarily. If you are uncertain who is currently in the system from your parish, you can also contact Fr. Joel to request a list.

For further questions, contact:

Fr. Joel Brady
(570) 251-1963
jnbrady@pm.me