

Appendix Q – Compliance Checklist for Congregations

Name of Church _____

Church location _____

____ 1. This Compliance Checklist is to be attached to a copy of the official minutes of the Vestry/Bishop's Committee meeting documenting the annual review of Keeping God's People Safe: Policies and Procedures Concerning Sexual Boundaries in the Episcopal Diocese of Iowa.

____ 2. A personnel file has been established for every lay person who works with or around children or youth and for each lay person who exercises ministry with adults involving pastoral relationships. The personnel files are kept in a locked cabinet in the church where there is reasonable assurance of privacy. (Documentation for clergy is to be kept in their personnel file in the diocesan office.)

____ 3. A standard application has been completed and placed in the personnel file of each lay person who works with or around children or youth and each lay person who exercises ministry with adults involving pastoral relationships.

____ 4. A criminal records check has been completed and placed in the personnel file of each person who regularly works with or around children or youth, and each lay person who exercises ministry with adults involving pastoral relationships.

____ 5. A sexual offender registry check has been completed and placed in the personnel file for each person who works with or around children or youth.

____ 6. An individual interview has been conducted with each person who works with or around children and youth and with each lay person who exercises ministry with adults involving pastoral relationships. These interviews are documented in each person's personnel file.

____ 7. Reference checks have been completed on each person working with or around children or youth and on each person who exercises ministry with adults involving pastoral relationships. These references checks are documented in each person's personnel file.

____ 8. All church personnel who work with or around children or youth have completed the required level of Safeguarding God's Children training. Documentation of completion of training has been placed in each person's personnel file.

____ 9. All church personnel who exercise ministry with adults involving pastoral relationships have completed the required level of Safeguarding God's People - Prevention of Sexual Harassment and Exploitation training. Documentation of completion of training has been placed in each person's personnel file.

Signature of Person completing Checklist _____

Date _____

Return Checklist to:

Episcopal Diocese of Iowa, 225-37th Street, Des Moines, IA 50312-430