

**Diocese of Oregon**  
**Background Checks for Lay Employees and Lay Volunteers**  
**Revised January 18, 2018**

1. Background checks are requested through the individual congregations and processed at the diocesan level.
2. The Diocese of Oregon requires background checks of the following people:
  - a. All lay paid staff (age 16 and older)\*
  - b. All lay volunteers (age 16 and older) who work with children and youth
  - c. Lay volunteers (age 16 and older) who have pastoral relationships such as spiritual directors, Stephen ministers, and Lay Eucharistic Visitors
  - d. Church treasurers
3. We have an account with Praesidium, Inc. which is the service recommended by the Church Pension Fund. Praesidium's Confidence Package includes the following:
  - a. Multi-state criminal background check
  - b. National sex offender registry check
  - c. Alias search
  - d. Social Security number verification  
(Please note we will not be running credit checks.)
4. Each Rector/Vicar/Priest-in-charge (or Senior Warden if clergy role is vacant) is asked to designate a person in their congregation to be the Local Background Check Administrator. The local administrator must be able to handle confidential information, determine those in need of background checks, request the background checks, and maintain records of those whose reports have been completed
5. If a congregation does not have the personnel or computer resources to do this at the local level, contact the Diocesan Office and background checks for your congregation may be initiated through our office.
6. The entire process is done electronically through the Praesidium website. Congregations do not keep paper copies of sensitive information.
7. If the background check meets the diocesan criteria, the local administrator is notified that the background check has been completed.
8. If the background check indicates a potential issue, the applicant is notified under the terms of the Fair Credit Reporting Act (FCRA). Final decisions about a person's ability to serve, is made by the Bishop and Canon to the Ordinary in consultation with local clergy.
9. Each congregation is billed by the Diocese for the cost of background checks for lay employees and lay staff as listed above. The cost is \$12 per report.
10. Renewal period for background checks is every 10 years.

\*In compliance with HB 3025, known as "Ban the Box", background checks on potential employees are not to be done until after their first interview.