



Diocese of Bismarck

PARISH and DIOCESAN VOLUNTEERS

BACKGROUND CHECK and SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS WHOSE DUTIES INCLUDE CONTACT WITH MINORS/VULNERABLE ADULTS

Volunteers are not paid. If a person is paid, they are an employee and required to have an MYB background check and safe environment training successfully completed before starting employment– even if their parish/diocesan duties do not include contact with minors/vulnerable adults. Minors employed at a parish childcare center must comply with ND State employment law. ND State law does not permit records to be released for minors; no background check is required for those under 18. However, minors must still complete safe environment training.

1. **ADULT (AGE 18+) PARISH AND DIOCESAN VOLUNTEERS:**

- MYB background check & safe environment training required before beginning volunteer duties.
- Anyone that may ever (even once) work with minors/vulnerable adults alone in unsupervised settings - defined as not being under the constant supervision of a background checked and safe environment trained employee or volunteer.

Examples include but are not limited to:

- Faith Formation (CCD) DREs, teachers, substitutes, regular classroom aides; one-on-one tutors/mentors;
- Altar server trainers, children's liturgy volunteers (during Mass), children's choir directors;
- All drivers (potential drivers required to submit paperwork – refer to Diocesan Drivers Safety Policy);
- All chaperones for all on-site, off-site and overnight field trips/lock-ins/retreats; childcare volunteers
- Anyone tasked with supervisory or disciplinary responsibilities.

2. **MINOR (UNDER AGE 18) PARISH AND DIOCESAN VOLUNTEERS:**

- Not required to have background check (until after turning 18), but safe environment training still required!
- Always supervised (visually and physically accessible) by background checked and safe environment trained employee/volunteer.
- Cannot be a Faith Formation/CCD teacher/chaperone/babysitter – may assist a background checked and trained employee/volunteer.
- Never left alone with other minors/vulnerable adults for any reason.
- Cannot take younger minors to restroom, etc.
- No supervisory or disciplinary responsibility; always defer to supervising employee/volunteer.
- In the capacity of a volunteer, may never drive others to/from parish/diocesan events.

NOTE: 2 adults are recommended to be present for situations where one may have to leave the room; OR another background checked and trained adult must be readily available to assume supervision.

3. **PARISH AND DIOCESAN VOLUNTEERS AT MASS** who do **not** need a background check/training:

Eucharistic Ministers, ushers/greeters, gift bearers, lectors, musicians/choir, altar servers, rosary leaders, etc.

OTHER:

- Parents/Guardians who are present solely for instances of assisting their own child and have no responsibility to any other person do not need a background check.
- Anyone invited to speak/perform when minors/vulnerable adults are present must be under constant supervision by a background checked and trained employee/volunteer, but do not need a background check unless the Pastor/Diocesan personnel sees a need (refer to Diocesan Speaker Policy).
- Parish/Diocesan committee members and members of organizations affiliated with the parish/Diocese do not need a background check (unless that organization itself requires) or unless the person may ever work with minors/vulnerable adults in an unsupervised setting (see #1 above).
- Parents, guardians, parishioners, members of the public attending or volunteering at public events do not need a background check. These events may include but are not limited to: public retreats, programs, concerts, fundraisers, meals, Masses. At all public events it is assumed that parents/guardians will supervise their own children even though there may be supervision by parish/diocesan employees or volunteers.