

Screening in Faith

**SCREENING CHECKLIST INSTRUCTIONS**

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**Purpose:** This form will track the implementation of the screening standards. It will become part of the parish record of an appointment or refusal to appoint, to a medium or high risk position. **A copy** of each completed parish checklist, will be part of a permanent record held in the Diocesan Centre **for high risk positions** only.

**Procedure for medium and high risk positions:**

The parish/organization must keep a record of the screening procedures and supporting documents for all paid or unpaid persons appointed to medium and high risk ministry positions.

**Note that records must be kept on all candidates for high risk ministry positions for which an application is received, whether the candidate is appointed or not.**

**Procedure for High-Risk Positions Only:**

The Anglican Diocese of Ontario, will keep a permanent record of the screening process used to fill each high-risk position in each parish. The checklist documents our compliance with the *Screening In Faith Policy*, adopted May 2008. This is important information to track how well screening is being implemented throughout the Diocese and would be critical information in the event of litigation.

Each parish and diocesan organization must submit a copy of the following *Screening Checklist* to the Diocesan Centre, within one month of any appointment.

Screening in Faith

**SCREENING CHECKLIST**

*For Medium and High Risk Positions*

Ministry Position: \_\_\_\_\_ Risk:  Medium  High  
 Applicant's name: \_\_\_\_\_  Male  Female  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**For Medium and High Risk Positions**

	Date Completed	Signature
One year in parish or former parish reference	_____	_____
Application/Time and Talent Record	_____	_____
Ministry Description provided	_____	_____
Interview	_____	_____
Sign ministry guidelines, where applicable	_____	_____
Position-specific training	_____	_____
Sexual misconduct training, where applicable	_____	_____

**For High Risk Positions Only**, where applicable

Reference 1	_____	_____
Reference 2	_____	_____
Reference 3	_____	_____
Police Background Check	_____	_____

**Date of acceptance:** \_\_\_\_\_

**Reason for Refusal:**

Interview  References  Police Background Check  Other: \_\_\_\_\_

Refusal Discussed with Incumbent/ Organization Leader:  Yes  No Date: \_\_\_\_\_

Refusal Discussed with others:  Yes  No Date: \_\_\_\_\_

If yes, print name(s) and give reason: \_\_\_\_\_

I acknowledge that these screening standards were completed and I agree with the decision to proceed or refuse this candidate's ministry in the position stated above.

Incumbent: \_\_\_\_\_ Signature: \_\_\_\_\_

*Please place this completed document in the applicant's file in a locked filing cabinet. For High-Risk positions, please forward a copy to the Diocesan Centre, Screening, c/o Screening in Faith Coordinator, 90 Johnson Street, Kingston ON, K7L 1X7, within one month of an appointment*

**Email:** dsmith@ontario.anglican.ca Phone: 1-866-524-4774 x 132/613-544-4774 x 132