

The Episcopal Diocese of Long Island Safe Church Audit for Parishes and Missions

Vestry/Bishop's Committees of every Parish/Mission of the Diocese are asked to complete the audit that follows below. A repeat audit will be required every three years upon the Bishop's parochial visitation.

SAFE CHURCH POLICIES

1. Has your Vestry/Bishop's Committee reviewed the Diocesan Safe Church Policies? yes no
2. Are there instances in which the parish is not in compliance with Safe Church Policies?
Please explain.
3. Briefly describe how you have applied Diocesan Safe Church Policies in your congregation?
4. Are the telephone numbers for the Diocesan Intake Officer and New York Child Protective Services clearly posted and made easily accessible to members of the congregation? yes no

SAFE CHURCH TRAININGS

All Church Personnel including members of the clergy, and all seminarians, postulants, candidates for holy orders, volunteers who regularly supervise youth activities, vestry members, all employees of this Diocese or of parishes, missions, chapels, or other Diocesan Units, key holders to any church property, the lay leaders of any group with regular access to church property or facilities shall abide by the parameters set forth by this policy (from Diocesan Canons and Policies)

5. Have all mandated staff and parishioners been trained? yes no
6. Is there an ongoing process for training new staff and volunteers? yes no
7. Have you taken advantage of online trainings, where appropriate? yes no
8. Is there an ongoing process for retraining parish staff and volunteers? yes no

SCREENING

9. Is there a process for interviewing and screening staff and parish volunteers who work with vulnerable populations (children, youth, and elders)? yes no

10. Are background checks through Sterling Info Systems performed on all staff members and volunteers who work with vulnerable populations? yes no

If no, do you have an alternative service providing criminal and sexual offender screens? yes no

Company: _____

RECORD-KEEPING AND GENERAL COMMENTS

11. Do you have a system for maintaining safe church records? yes no

12. Are Safe Church Training records (certificates of participation) maintained? yes no

13. Are confidential background checks securely maintained? yes no

SAFE CHURCH PROCEDURES

14. Are there windows in doors of offices or classrooms? yes no

15. Are there at least two non-related adults supervising events with children and youth? yes no

16. Are on-campus and off-campus events with children and/or youth publicized on the parish calendar and habitually approved by the rector/vicar/clergy-in-charge? yes no

17. Are parish computers adequately pass-coded and protected? yes no

18. Does your congregation adequately protect the identity of children or youth when figured in parish photos or posted on the parish web site or bulletin boards? yes no

19. Do two un-related members of the parish undertake Lay Eucharistic Visits? yes no

Name of Parish/Mission

Date

Signature (clerk or vestry officer)

**Please submit to:
The Episcopal Diocese of Long Island/Safe Church
36 Cathedral Avenue
Garden City, New York 11535**