

SECTION 4 - GENERAL POLICIES

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4.2 Criminal Record Check

A Criminal Record Check shall be completed at the start of any employment in the Territory of the People (the Territory) for all employees, clergy and lay. Thereafter, a Criminal Record Check is to be completed every five (5) years.

In August 2019 the Solicitor General made changes to the procedure for Criminal Record Checks (CRC). This Policy will follow the mandate of the Solicitor General.

4.2.1 Criminal Record Check Requirements

Criminal Record Checks are required for all:

- Ordained persons (deacon, transitional deacon, priest, suffragan bishop or bishop) canonically resident or functioning within the Territory of the People Anglican Church (the Territory)
- Aspirants, postulants, and candidates for ordination
- Territory and parish employees
- Territory and parish volunteers who regularly work with vulnerable people (children, youth, seniors and the mentally and/or emotionally challenged, and shall include parish wardens, parish councils, Sunday School teachers, youth group leaders, pastoral care team members etc.)

4.2.2 Forms

The policy will follow the mandate of the Solicitor General.

Criminal Record Check forms for all volunteers are available from the Territory Authorized Contact at the Territory office.

It is the responsibility of the applicant to complete the *Application for Criminal Record Check*, and return it to the Territory Authorized Contact at the Territory Office.

Form CRR026 – Volunteer Consent to a Criminal Record Check:

Page 1 - Cover Page

Page 2 – Applicant Information

This form is available from the Authorized Contact at the Territory office, and is to be completed by all volunteers in the Territory of the People.

Cover Page (1 page)

Section 1 – to be completed by the Territory Office Coordinator as the Authorized Contact

Section 2 – Volunteer to complete by checking all the boxes.

The church employee or committee chair is involved in examining the volunteer's identification. Volunteers must show two pieces of current id – a primary one and a secondary one (see list in Appendix for acceptable id). Please do **not** make copies of this id – simply verify it for accuracy and validity.

In section 2 of the Cover Page, the volunteer will acknowledge that their id has been verified *in person* on behalf of the Territory.

Page 2 - Volunteer Consent to a Criminal Record Check (1 Page)

Parts 1,3 and 4 – to be completed by the Volunteer. See Appendix for list of volunteer roles

Part 2 – is for the Territory Authorized Contact and should already be pre-filled.

Form CRR022 – Sharing – Consent to a Criminal Record Check:

Page 1 – Cover Page

Page 2 – Applicant Information

This form is available from the Authorized Contact at the Territory office, and is to be completed by employees and/or volunteers who have had a criminal record check with another organization in the past five years, and who wishes to share the criminal record check with the Territory or Parish.

The current government processing time is approximately one month upon submission of complete and accurate forms. When the clearance letter is emailed to the Territory office, it will be forwarded to the person who originally emailed the application to the Territory office.

Criminal Record Checks for clergy, Territory employees and volunteers are to be returned to the Territory Office marked to the attention of the bishop.

Criminal Record Checks for parish employees or parish volunteers are to be returned to the rector of the parish; one copy of the *Criminal Record Check* will be retained on file in the parish office in a locked and secure cabinet with the personnel files, and one copy will be forwarded to the Territory office marked to the attention of the bishop.

4.2.3 Fees

There is no common practice amongst communities regarding fees for conducting *Criminal Record Checks*. Therefore, it is recommended the Territory assume responsibility for reimbursing clergy and Territory employees for these costs when they occur.

Parish Church Committees should make the decision regarding reimbursement of fees relating to *Criminal Record Checks* for parish employees.
There are no fees for Criminal Record Checks for volunteers.

4.2.4 Privacy of Information

Criminal Record Checks information can be very sensitive. Therefore it must be kept in secured locked storage at all times when not in use.

This means these documents are NEVER left in the open and unattended.

Policy 4.2 Appendix:

Criminal Record Checks (Vulnerable Sector Checks) for Volunteers Changes to Application Process

The Criminal Records Review Program (CRRP) has updated its processes and procedures, and these changes came into effect on August 5, 2019.

Volunteers who already have valid criminal record checks (CRCs) are OK for now! The following information is for new volunteers, or current volunteers whose record checks have expired and need renewal. None of the following information applies to paid staff.

What has changed?

1. Volunteers desiring criminal record checks will first have to contact the Territory office by email office@territory.anglican.ca to obtain the forms (*Volunteer Consent to a Criminal Record Check* and *Cover Page* for that form), and then contact their organization (church, committee, etc.) to complete the application. They will no longer be able to submit their requests *directly* to the government website.
2. You (the incumbent, the volunteer co-ordinator, the committee chair, etc.) will be responsible for checking the volunteer's identification (see list of acceptable ID below) on behalf of the Territory to make sure it is accurate and valid.
3. You will then email both completed forms to the Territory office, and if they are complete, the Office Coordinator will email them to the government for processing.

What remains the same?

1. Volunteers do not have to pay for criminal record checks.
2. Volunteers may still have to submit fingerprints to confirm their identities. If a volunteer already has a valid check for another organization, he/she can fill out different forms requesting that it be shared with the Territory of the People.
3. The Territory still requires a new CRC every **five** years.
4. Paid staff will still have to visit their local RCMP office and pay to obtain CRCs.

Rationale and Details:

The CRRP is removing all consent forms from its website in order to prevent members of the public from submitting requests for criminal record checks (CRCs) without having had any preliminary contact with an organization. Organizations such as the Territory of the People will now have copies of specific CRC consent forms and will be responsible for providing the necessary forms to volunteers.

The volunteer applicant will have to complete sections of a one-page form *Volunteer Consent to a Criminal Record Check*, as well as a *Cover Page* (or a *Sharing Consent* form and *Cover Page*). Both these completed forms will be emailed to the Territory office, which will then be submitted to the Ministry of Public Safety.

Volunteer Consent to a Criminal Record Check - Cover Page (1 page)
(Form CRR026)

Section 1 - is for the Territory Office Coordinator as the Authorized Contact

Section 2 - please complete by checking all the boxes.

The church employee or committee chair is involved in examining the volunteer's identification. Volunteers must show two pieces of current id – a primary one and a secondary one (see list below for acceptable id). Please do **not** make copies of this id – simply verify it for accuracy and validity. In section 2 of the Cover Page, the volunteer will acknowledge that you have verified their id *in person* on behalf of the Territory.

Volunteer Consent to a Criminal Record Check (1 Page)

Parts 1,3 and 4 – to be completed by the Volunteer. See below for list of volunteer roles

Part 2 – is for the Territory Office Coordinator and should already be pre-filled.

The current government processing time is approximately one month upon submission of complete and accurate forms. When the clearance letter is emailed to the Territory office, it will be forwarded to the person who originally emailed the application to the Territory office.

Acceptable Primary Identification

- B.C. [Driver's Licence](#) or learner's licence (must have your photo)
- [BCID](#)
- [BC Services Card](#) (must have photo)
- Canadian birth certificate
- [Passport](#)
- [Canadian Citizenship Card](#)
- [Permanent Resident Card](#)
- Canadian Record of Landing/Canadian Immigration Identification Record

Acceptable Secondary Identification

- School Identification Card (student card)
- Bank card (only if applicant's name is on the card)
- Credit card (only if applicant's name is on the card)
- Foreign birth certificate (a baptismal certificate is not acceptable)
- Canadian or U.S. driver's licence
- Naturalization certificate
- Canadian Forces identification
- Police identification
- Foreign Affairs Canada or consular identification
- Vehicle registration (only if applicant's signature is shown)
- Picture employee ID card
- [Canadian Firearms Licence](#) (PAL)
- [Social Insurance Card](#) (new style without signature strip not acceptable)
- [BC Care Card](#)
- [BC Services Card](#) (with or without photo)
- [Secure Certificate of Indian Status](#)
- Parole Certificate Identification
- Correctional Service Conditional Release Card

Territory of the People Anglican Church - Policy and Guidelines Manual

Ministry Roles – Maximum 2 per person			
If you do not see your Role in the left column below, please use "Other Lay Parish Volunteers."			
Role	Official Armatus Role	Risk Level H/M/L	
Camp leaders	Direct Day Camp Staff	H	DO need to take training
Clergy (all with Licenses or Permission to Officiate)	Clergy	H	
Clergy - Postulants	Clergy	H	
Music directors	Parish Staff	H	
Territory Employees	Territory (Diocesan) Staff	H	
Parish Nurse	Other Lay Parish Volunteers	H	
Sunday School teacher	Sunday School Teachers	H	
Treasurer	Parish Treasurers	H	
Trustees	Other Lay Parish Volunteers	H	
Wardens	Parish Wardens	H	
Youth leader	Youth Leaders	H	
Licensed Lay Minister of Word & Sacrament *	Home/Care Home Visitors	H	
Refugee committee members	Other Lay Parish Volunteers	H	
ACW President	Other Lay Parish Volunteers	M	
Bible study leader	Small/Study Group Leaders	M	
Camp Committee	Indirect Resident Camp Staff	M	
Church committee/Parish council	Parish Council/Committee	M	
Coordinating Council/Administration Committee	Other Lay Parish Volunteers	M	
Envelope/Recording Secretary	Other Lay Parish Volunteers	M	
Licensed Lay Minister of Word & Sacrament**	Lay Readers	M	
Parish Admin/Church Secretary	Parish Staff	M	
Parish Volunteer co-ordinator	Other Lay Parish Volunteers	M	
Assembly Delegate	Other Lay Parish Volunteers	M	
Team Collection counter (offering)	Other Lay Parish Volunteers	M	
ACW/Guild members	Other Lay Parish Volunteers	L	Do <i>not</i> need to take training
Altar guild	Other Lay Parish Volunteers	L	
Audio-visual controller	Other Lay Parish Volunteers	L	
Bulletin typist/folder	Other Lay Parish Volunteers	L	
Choir member	Other Lay Parish Volunteers	L	
Coffee committee members	Other Lay Parish Volunteers	L	
Communion assistant	Other Lay Parish Volunteers	L	
Crucifer	Other Lay Parish Volunteers	L	
Flower person	Other Lay Parish Volunteers	L	
Greeter	Other Lay Parish Volunteers	L	
Grounds caretaker	Other Lay Parish Volunteers	L	
Intercessor (Prayers of the People)	Other Lay Parish Volunteers	L	
Janitor/Cleaner	Other Lay Parish Volunteers	L	
Most committee and group members***	Other Lay Parish Volunteers	L	
Newsletter editor	Other Lay Parish Volunteers	L	
Organists/pianists	Other Lay Parish Volunteers	L	
Reader	Other Lay Parish Volunteers	L	
Sides people	Other Lay Parish Volunteers	L	
* LLM - Home Visitor - includes those licensed to take <i>Communion to Care Homes</i> and/or perform <i>Laying on of Hands</i>			
** LLM - Lay Readers - those whose duties are limited to <i>Morning & Evening Prayer</i> and <i>Preaching</i>			
***who have no direct contact with children, youth, refugees, campers, etc.			