

Required LiveScan or Sterling processes for Volunteers

1. **REGULAR VOLUNTEERS** are defined as anyone age 18 and older who volunteers with children 16 hours in a month or 32 hours in a year. ALL **REGULAR VOLUNTEERS** must complete a one-time LiveScan and every two years a complete the volunteer child protection training.

EXAMPLE: If a Sabbath School assistant or pathfinder adult, etc., spends even one hour per week with the kids, that is 52 hours a year. This volunteer must complete the LiveScan process as defined in the California law AB506. The fact that the adult is spending less than 16 hours per month does not eliminate the 32 hour per-year defined mandate.

Or *EXAMPLE: If an adult accompanies Pathfinders on a weekend camping trip, that represents about 48 hours. Adult chaperones for camping trips also need to complete the LiveScan process.*

2. **LEADERS:** The North American Division has directed that ANY ministry LEADER (ages 18 and older,) as identified in the Seventh-day Adventist Church Manual (starting at page 69) is to participate in the existing Sterling Background process, if not already completing the LiveScan process above. Southern California Conference adheres to and mandates compliance with the leadership background process. IF said leader falls under the REGULAR VOLUNTEER category, the LiveScan process takes precedence, and the Sterling process does not need to also be completed.

EXAMPLE: the CHURCH CLERK, is to participate as this is a leadership position specifically identified in the Church Manual; however, the position of assistant clerk would not be required to participate under the LEADER category.

This definition is specifically regarding **roles** which are to participate in the Sterling Background process. If, however, any assistant or team member falls under the category of **Regular Volunteer** as defined above, that individual must complete the LiveScan process. REGULAR VOLUNTEER will always take priority in the order of which process is to be completed. Complete LiveScan or Sterling Background, but not both.

3. **OTHERS:** In addition to the above defined persons who fall into either SCC POLICY category, ones who do volunteer with minors, but volunteer less than 16 hours per month or less than 32 hours in a year, these individuals should complete the Sterling background process only.

EXAMPLE: This would include adults that randomly drive minors who are not their own child to official church functions, participating in carpooling, such as a beach day, assist with infrequent gym nights, etc.

4. **LiveScan & Sterling** information are on the SCC website under Risk Management Department.

5. **Where to turn in completion proof?** Copies of certificates and receipts are to go to the LOCAL church. Keep your file updated; as volunteers and/or leaders need to renew their training, it is the church's responsibility to remind them.