

California Youth Protection & AB 506 Compliance Checklist for Lutheran Churches and Ministries Serving Minors

Church Information

Church Name: _____

Compliance Coordinator / Custodian of Records (COR): _____

Review Year: _____

1. Determine Who Must Comply

- ☐ Identify all employees working with minors under 18
- ☐ Identify “regular volunteers” with direct contact with minors:

- More than 16 hours/month OR
- More than 32 hours/year

☐ Include:

- Sunday school teachers
 - Youth group leaders
 - Nursery workers
 - VBS volunteers
 - Drivers/chaperones
 - Confirmation mentors
 - Camp staff
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2. DOJ / CalVECHS Registration

- ☐ Church registered as a California DOJ Applicant Agency
- ☐ Church assigned ORI number
- ☐ Church enrolled in CalVECHS
- ☐ Custodian of Records (COR) designated and approved
- ☐ COR fingerprinted and trained

3. Live Scan Background Checks

- ☐ All covered staff completed Live Scan fingerprinting
 - ☐ All covered volunteers completed Live Scan fingerprinting
 - ☐ DOJ/FBI criminal history checks received and reviewed
 - ☐ Written eligibility/disqualification standards established
 - ☐ Confidential records securely maintained
 - ☐ Rescreening schedule established (recommended every 3–5 years)
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4. Required Training

- ☐ Mandated reporter training completed for all covered staff
 - ☐ Mandated reporter training completed for all covered volunteers
 - ☐ Abuse prevention / boundary training completed
 - ☐ Annual refresher training scheduled
 - ☐ Training certificates retained
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5. Child Protection Policies

- ☐ Written child/youth protection policy adopted
- ☐ Two-adult rule implemented
- ☐ Open-door counseling policy implemented
- ☐ Transportation policy established
- ☐ Overnight event supervision rules established
- ☐ Bathroom/nursery procedures established
- ☐ Social media and texting boundaries established
- ☐ Incident reporting procedure established

☐ Mandatory abuse reporting procedure documented

6. Volunteer & Staff Documentation

- ☐ Volunteer applications collected
 - ☐ Reference checks completed
 - ☐ Signed policy acknowledgments collected
 - ☐ Emergency contact information maintained
 - ☐ Medical/release forms maintained for youth activities
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7. Annual Review

- ☐ Policies reviewed by church council or leadership
 - ☐ Insurance requirements reviewed
 - ☐ Volunteer roster audited
 - ☐ Expired trainings/background checks updated
 - ☐ Incident logs reviewed
 - ☐ Records storage/security reviewed
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Recommended Record Retention

Keep securely:

- Live Scan confirmations
 - Training certificates
 - Volunteer applications
 - Policy acknowledgment forms
 - Incident reports
 - Reference checks
 - Access limited to authorized leadership only.
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Important Reminder

California AB 506 requires fingerprint-based DOJ background checks through Live Scan/CalVECHS for covered youth workers and regular volunteers. Private online background checks alone are not sufficient for compliance.

Helpful Resources

- [California DOJ Applicant Agencies](#)
- [CalVECHS FAQ](#)
- [DOJ Forms Page](#)
- [Custodian of Records Information](#)

This checklist is provided for general informational and educational purposes only. It is intended to identify selected legal requirements and recommended practices that may apply to religious organizations using employees and volunteers in programs serving minors. It is not comprehensive, does not address every potentially applicable federal, state, or local law, and may not reflect changes in the law occurring after the date of publication. This checklist does not constitute legal advice. Organizations should consult qualified legal counsel and their insurance professionals regarding their specific obligations and before adopting or relying on any policy, procedure, or compliance measure described in this checklist.