



Background Check Policy of Salem United Methodist Church

REVISED: June 1, 2016

The purpose of the Background Check Policy is to provide the guidelines and criteria for performing background checks, as recommended by our insurance carrier, of certain personnel, and what to do if the background check comes back unacceptable, at Salem United Methodist Church, Diggs, Virginia (GCFA# 480365). Changes to the Background Check Policy cannot be made without approval of the Administrative Board of Salem United Methodist Church, Diggs, Virginia.

SECTION I

GENERAL

1. The Background Check Policy at Salem United Methodist Church, Diggs, Virginia is set up to provide guidance to the Pastor Parish Relations (PPR) Committee and Pastor on performing background checks on personnel at the church as needed to ensure they are not a liability to the church or a danger to the youth. It shall also provide guidelines on how to handle personnel whose background check comes back unacceptable.

SECTION II

POLICY

1. Background checks shall be performed on the following personnel at the church:
 - a. All money counters/handlers, including the Treasurer and Assistant Treasurer.
 - b. All Sunday School teachers who regularly teach youth under the age of 18.
 - c. All Youth Leaders (This would include the Pastor and/or spouse if they are regularly involved in the Youth Group).
 - d. Nursery workers.
 - e. All personnel recommended by the Safe Sanctuary Oversight Committee.

NOTE: A background check for nursery workers is not required if the person works in the Nursery no more than once a quarter, or if they normally work in the Nursery with at least one other non-related adult.

2. Background checks shall be initiated through the PowerChurch® software, and shall be requested through the Treasurer. The PPR Committee and Safe Sanctuary Oversight Committee shall develop a list of church personnel at the beginning of every calendar year that require background checks and turn this list into the Treasurer. This shall initiate the request for background checks. The Treasurer shall divide the list into no more than 12 groups and request background checks of a group each month so that the checks are spread out throughout the year. All background checks may be requested at one time by the Treasurer, as finances and budget allow. The Treasurer shall get a copy of Appendix B completed by each person that will receive a background check.
3. Background checks are valid for three years. Personnel whose background check is still valid will not be required to complete an additional check until their current background check expires. The list of personnel from the PPR Chair or Safe Sanctuary Oversight Committee shall annotate those names that have a current background check, and shall be verified by the Treasurer.
4. All background check requests shall be addressed back to the Treasurer and kept in strictest confidence. All records shall be kept under lock and key, with the Treasurer, Pastor and Administrative Board Chairman having access. The Treasurer shall allow the PPR Chairman to view all background checks involving paid staff positions. The PPR Chairman may note to the PPR Committee and Administrative Board that an individual's check is satisfactory, but that is the extent that any information that can be disseminated. The Treasurer shall allow the Safe Sanctuary Oversight Committee to view all background checks involving committee background check requests.
5. Any individual may review their background check upon written request to the Treasurer.
6. In the event that a background check comes back with findings, the Treasurer, PPR Chairman (if paid staff are involved only), Pastor and Administrative Board's Chairman shall meet as soon as practicable to discuss the background check and make a recommendation as to any action to be taken. The Safe Sanctuary Oversight Committee may be consulted for additional discussion (See the Salem UMC Safe Sanctuary Policy). Until a decision is reached, the member whose background check came back with findings shall be asked to discontinue handling any money or association with any youth until the matter is resolved. Also see the Salem UMC Safe Sanctuary Policy.
7. The following findings on a background check shall be cause for concern:
 - a. Any sexual crime arrest.
 - b. Any embezzlement or fraud conviction.
 - c. Any drug related conviction.
 - d. Any felony arrest and conviction within the past 5 years.

- e. Any violent crime (this would include any conviction for child, elder or spousal abuse, any conviction involving a weapon, or any conviction of assault or battery).
 - f. DUI's or any alcohol related arrest and conviction within the past 5 years.
8. Once the Pastor, Treasurer, PPR Chairman (as applicable), Safe Sanctuary Oversight Committee (as applicable) and Administrative Board Chairman have met and reached a consensus on the course of action concerning the findings, the Pastor (or PPR Chairman for paid staff) shall provide the decision to the person whom the background check was performed against. If this decision is to remove the individual from their current responsibility and limit any future responsibilities, then paid staff has the right to appeal that decision to the PPR Committee. If no satisfaction is achieved through the PPR Committee, or it does not involve paid staff, then the individual may appeal to the Administrative Board. The decision of the Administrative Board shall be final.
 9. As a matter of record, the PPR Committee shall obtain Felony Statement signatures from all paid staff personnel who meet the criteria of Section II.1 above. The Treasurer shall obtain Felony Statement signatures from all other personnel who meet the criteria of Section II.1 above. Appendix A shall be used for obtaining the Felony Statement signatures.

SECTION III

FUNDING

1. Funds for Background Checks at Salem United Methodist Church shall be budgeted and disbursed by the Treasurer as needed to perform the necessary background checks.

SECTION IV

POLICY REVISION

1. Revisions to this policy shall only be made by the majority vote of the Administrative Board of Salem United Methodist Church, Diggs, Virginia as outlined in the Book of Discipline.

Approved this _____ day of _____, 2016.

Glenn K. Mantell
Chairman, Administrative Board
Salem United Methodist Church, Diggs, Virginia

Rev. Meghan Roth Clayton
Pastor
Salem United Methodist Church, Diggs, Virginia

APPENDIX A

SALEM UNITED METHODIST CHURCH, DIGGS, VIRGINIA
FELONY STATEMENT

This form shall be completed by any person at Salem United Methodist Church, Diggs, Virginia that performs one of the following functions within the church:

- a. All money counters/handlers, including the Treasurer and Assistant Treasurer
- b. All Sunday School teachers who regularly teach youth under the age of 18
- c. All Youth Leaders (including the Pastor and spouse)
- d. Nursery workers

Note: Minor traffic violations or other misdemeanors that do not involve any sex crime, DUI, fraud, embezzlement or drug related crimes do not require reporting.

Have you ever:

- 1. Been arrested, convicted, pled guilty or pled no contest to any felony within the last five (5) years? Yes No
- 2. Been arrested, convicted, pled guilty or pled no contest to any crime involving or against children? Yes No
- 3. Been arrested, convicted, pled guilty or pled no contest to a crime involving any illegal or prescribed drug? Yes No
- 4. Been arrested, convicted, pled guilty or pled no contest to any crime that is sexual in nature? Yes No
- 5. Been arrested, convicted, pled guilty or pled no contest to any violent crime (this would include child, elder or spousal abuse, involving a weapon, or assault and/or battery)? Yes No

If "Yes" was checked for any question above, please describe the incident fully on a separate sheet of paper, noting the date of the incident, description of charge, county and state of occurrence, and outcome / disposition of the charge.

To the best of my knowledge, the information provided above is true and accurate. I understand that failure to accurately report any information may result in disciplinary action by the church.

Signature

Date

Printed Name

Note: This signed form shall be retained by the PPR Committee.

APPENDIX B

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with my application for employment or to serve as a volunteer with **Salem United Methodist Church – Mathews, VA** (“Client”), I understand that a “consumer report” and/or “investigative consumer report” requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc. (“Protect My Ministry”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing.

I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see www.protectmyministry.com.

Acknowledgement and Authorization

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act.

Signature _____
Today’s Date

Last Name _____ First Name _____ Middle Name/Initial _____

Home/Street Address _____

City _____ County _____ State _____ Zip _____

SSN _____ _____
D/L Or State Id _____
State Issued

Email Address

For identification purposes only, please provide FULL DOB: _____

Please List Other Names Used _____

REVISION RECORD**Background Check Policy of Salem United Methodist Church**

REV	DESCRIPTION OF REVISION	APPROVAL		
		ORIGINATOR INITIAL	APPVL DATE	ABC INITIALS
A	INITIAL ISSUE	GKM		GKM
B	<ol style="list-style-type: none">1. Updated Section II to incorporate Safe Sanctuary Oversight Committee and Safe Sanctuary Policy requirements.2. Pastor signature updated	GKM	6/1/16	