Redeemer Lutheran Church

Background Check Policy

**Purpose**

This policy is to establish requirements and guidelines concerning background checks for staff at Redeemer Lutheran Church as well as all volunteers who will be interacting with the youth and children’s ministries. It is crucial to exercise “due diligence” with regards to protecting its members, especially the children. By performing background checks we are putting up a safeguard that will, in most cases, scare off sexual predators. This will in turn offer peace of mind to discerning parents when choosing a church, by knowing that we are being pro-active in trying to protect the children.

**Scope**

Called pastor(s), called church worker(s) and staff must have background checks completed. The results would be evaluated as a condition of employment by Redeemer Board of Elders. To maintain currency, a background check will need to be repeated every 2 years as a matter of record.

Anyone wishing to volunteer to work with children and youth will be required to have a background check completed prior to serving. If an individual refuses to submit to a background check, that individual will not be allowed to serve in any ministry with children or youth. The checks will need to be repeated every other year for members and every year for non-members as long as the individual continues to work with our children and youth. This applies to ministries inside our church as well as any outreach ministries.

**Background Check Services**

Background checks would be performed by an independent company such as 'Protect My Ministry' as an example of a recognized supplier utilized by many churches and ministries. The service provider must have established privacy and security standards in accordance with all state and federal guidelines given the sensitivity of the personal information needed to perform the background checks.

The costs required to perform the checks will be the responsibility of the church. All results will be the property of the church.

A background check will consists of the following:

• SSN Verification and Address History

• National Criminal Database Search

• National Sex Offender Search

• Re-verification of criminal records

• Alias Names

**Results**

If adverse information does show up that would disqualify an individual from volunteering, that information is to be shared with the individual and give him/her an opportunity to contest the accuracy of that information. The church may request from the service provider, further review of records when someone contests the accuracy of the results. The pastor along with the ministry leader(s) will be the ones responsible for reviewing the screening materials with volunteers, conducting any necessary follow-up questions, and determining whether a volunteer may serve.

**Security and Privacy**

All information received in the background screening along with any personal data is to be kept secure and confidential. Access to this information shall be limited to the pastor and ministry leader(s). At no time should this information be copied or reproduced for any reason.

References:

Protect My Ministry

http://protectmyministry.com/