

White Rock Community Church Policy & Procedure Manual

Background Screening Policies & Procedures

I. Purpose

The purpose of this document is to establish guidelines for the performance of background screenings at White Rock Community Church (WRCC).

II. Authority and Responsibility

This policy is reviewed by the Church Council and approved by the Congregation. It is the responsibility of the Church Council to ensure compliance with this policy.

III. Policy

The WRCC Constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC. Individual Committee Policy and Procedures shall also be abided by as secondary guidelines.

The following policy statements apply to the performance of background screenings at WRCC.

A. Who Must Have a Successful Background Check

- Successfully passing a background check screening report in all areas is required for all employees.
- Successfully passing a background check screening report is required for all members or volunteers who work with the youth of the church.
- Successfully passing a background check screening report in all areas is required for all members or volunteers who work on the Campus Committee's Security Team. .
- Successfully passing a background check screening report is required for all members of the church who have been issued credit cards or are members of the Finance Committee

B. Applying for a Background Check

- The background check form must be filled out and signed by the applicant.
- The applicant then places the form into an envelope, seals the envelope and signs across the seal.
- The unopened envelope is given to the Executive Administrative Assistant or the Lead Pastor for processing.
- A background check may be requested every two years.

A large, 3D, white, blocky watermark with a slight shadow and perspective, reading the word "Draft" in a bold, sans-serif font. It is positioned diagonally across the lower-left portion of the page.

White Rock Community Church Policy & Procedure Manual

C. Processing the Background Check -

- The background check screening reports are processed through an agency contacted by the church and/or its agent or representative.
- An applicant may be asked to provide additional information to the Executive Assistant or Lead Pastor to resolve issues discovered during the screening.
- Additional information may be obtained through public data sources.
- An applicant may be asked to provide their fingerprints.

D. Passing or Failing a Background Check -

- If a background check identifies a pending adjudication or conviction for any proscribed offense(s), the background check approval by WRCC will be withheld or revoked.
- WRCC will revoke approval if you have ever, as an adult or a juvenile, been convicted, adjudicated or placed on a term of probation or parole for any felony level crime or offense.
- WRCC will withhold approval to serve with church youth if you have ever, as an adult or a juvenile, been convicted, adjudicated or placed on term of probation or parole for any level crime or offense involving physical violence or sexual crimes.
- WRCC may withhold approval to serve on Finance, be Treasurer, or have a church issued credit card if you have ever, as an adult or a juvenile, been convicted, adjudicated or placed on term of probation or parole for any financial related crime of any level or offense.
- All misdemeanor charges within the past 10 years will be considered in the overall review process. Misdemeanors greater than 10 years old may be ignored at the discretion and agreement of the Lead Pastor and Executive Administrative Assistant.
- An applicant will be added to the Background Screening List as either a pass or fail in the appropriate category(s) as a result of their Background Screening.. No information will be shared beyond the Lead Pastor and Executive Administrative Assistant without an applicant's approval.
- A letter will be sent by the Executive Administrative Assistant to the applicant's address of record informing them if they passed or failed the screening. Instructions for appealing the decision will be enclosed as appropriate.
- An applicant may appeal the failure of a Background Screening within 14 days, by notifying, in writing, the Executive Administrative Assistant of their desire to appeal. A meeting will be scheduled with the Lead Pastor, Executive Administrative Assistant and Chair of the Committee(s) the background screening was initiated for within 14 days of WRCC receiving the appeal request. If the applicant does not attend the meeting the decision of the Appeal Meeting is still the last step for remediation.
- An applicant may obtain a complete disclosure of the nature and scope of any reports used in the decision making process by making a written request to the Executive Administrator of White Rock Community Church within 14 days of a final determination of Fail.
- All information gathered during the screening process must be secured and retained for 14 days after a final determination is made. On day 15 all information is to be shredded.

White Rock Community Church Policy & Procedure Manual

The Background Screening List - the list will be made available to Pastors, Officers of the church, the Campus Ministry Committee members, the Finance Committee members, the Serving Ministry Committee members and the Teaching Ministry Committee members.

Last Name	First Name	DOB	Screening Date	Security	Youth	Financial
Doe	Jane	1/2/1994	4/22/2014	yes	yes	yes
Smith	Joseph	2/3/1974	4/22/2014	yes	yes	no
Johnson	Austin	4/5/1958	4/22/2014	no	yes	no
Taylor	Mary	6/7/1989	4/22/2014	no	no	no

Approved By:

05/17/14 approved by P&P

05/29/14 approved by Church Council

00/00/00 approved by the Congregation

