

NATIONAL BACKGROUND CHECKS



As a Christian Community of Faith it is our responsibility to set an example to the rest of the world on how to create places of sanctuary. Due to the mobile nature of our society we are recommending that all staff and those volunteers who work with youth or vulnerable populations receive a national background check before volunteering or starting work. We recommend reprocessing at least every two years or when a physical change of address happens. Here in the Pacific Northwest Conference our insurance coverage is prepared on the expectation that local churches are in compliance with these background check guidelines.

CLERGY & PAID EMPLOYEES

Paid Workers – ALL Employees of the local church. A paid worker may be called upon to perform almost any duty and is in a position of great trust. This list includes but is not limited to: Pastors, Youth/Children Staff, Family Ministry Staff, Nursery Staff, Music Staff, Parish Nurse, Secretary, Custodian, etc. Pastors will be checked through District or Conference channels.

PRIMARY VOLUNTEERS

Primary Volunteers – Volunteers with regular contact with youth or vulnerable population. This category also includes volunteers active in higher risk activities: largely unsupervised activities, off-site activities, overnight activities, drivers, etc. Anyone who takes on a “parental supervisory role” with a vulnerable person is included.

"Volunteer": Any unpaid person engaged or involved in a religious activity, and who is entrusted with the care and supervision of children, youth, and/or persons engaged or involved in ministry who have regular individual contact with the elderly or disabled whether in a hospital, nursing home or residential setting either through visiting or through special service visits to them.

This list includes but is not limited to: Youth/Children Volunteers, Sunday School Teachers, Nursery Volunteers, tutors, Vacation Bible School Volunteers, etc.

SECONDARY

Secondary Volunteers – Volunteers who have occasional contact with youth or vulnerable population, but never in a small group or 1 on 1 setting. This category also includes volunteers less than 18 years of age working with participants.

Recommended Screening Requirements for Paid & Volunteer Church Workers

	Paid Staff	Primary Volunteers	Secondary Volunteers
Employee/Volunteer Application Form including a Release & Consent Waiver Interview	Yes	Yes	Yes
References Check	In Depth 3	In Depth 3	Brief 2 or more
National Background Check Level 3	Yes - First time	Yes – First Time	
National Background Check Level 1	Yes*	Yes*	Yes
<small>* Can be used for the recheck every 2 years</small>			
Abuse Awareness Training	Yes	Yes	Yes