

Volunteer Screening & Training Process

Need Identified
Opportunity Created in
Ministry Platform (MP)

Opportunities are created by the Ministry Leader. They can appear on the DBC Volunteer page, the ministry page, or can be made accessible through a direct link. They can also be hidden for internal use only.

How are Response Records Created?

- 1) Individual submits a response to an opportunity on the website.
- 2) Ministry Leader manually adds a response record to the opportunity.

Individual Responds
Response Record
Created in MP

Ministry Leader
reviews the Response and
decides if the Individual
should fill the need.

No

Ministry Leader marks
the Response Result
Field of the Response
Record 'Not Placed'

Ministry Leader follows
up with the Individual.
Process Ends.

Yes

Ministry Leader marks the
Response Process field of
the Response Record
'Ministry Leader Reviewed'.

Vulnerable
Population?

Yes

No

Volunteer
Screening
Process Begins

MinistrySafe
Training
Process Begins

Volunteer
Screening
Process Begins

Screening
Completed

Training
Completed

Screening
Completed

Individual is Cleared/Not
Cleared to serve.
Ministry Leader marks the
Response Result field of the
Response Record
'Placed'/'Not Placed'

Ministry Leader follows
up with the Individual.
Process Ends.

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Process Ends.

While the Ministry Leader waits for the completion of the Volunteer Screening & Training Process, there are a couple of steps they can take to see where the individual is in the process and help speed the processes along.

- 1) SAAT Sent and BGCK Sent Statuses show on the Responses - Ministries Allowed Page. Let the Individual know that it was sent, when it was sent, and the email address it was sent from.
- 2) Check the Follow Ups tab of the Response Record to see communications regarding reference check and other documents when applicable. Let the Individual know where the hang-ups are and request them to follow up with the appropriate individual.