

CHRIST FAMILY CHURCH

Volunteer Screening Process for Individuals Unable to Complete Checkr Background Screening

Purpose

Christ Family Church normally requires volunteers serving in designated ministry areas to complete a background check through Checkr. Because Checkr requires a United States Social Security Number, some individuals are unable to complete the standard background screening process.

This policy establishes an alternative screening process for volunteers who do not possess a U.S. Social Security Number and therefore cannot complete the church's standard background check.

This policy applies to all volunteers, interns, ministry participants, and ministry workers serving at Christ Family Church who do not possess a U.S. Social Security Number.

Required Screening Process

Before an individual covered by this policy may be approved to serve, the following steps must be completed.

Step 1: Complete Volunteer Application

The volunteer must complete all standard volunteer onboarding requirements, including:

- Volunteer Application
- Ministry Policy Acknowledgements
- Child Safety Policies (if applicable)
- Media Release Forms (if applicable)
- Any ministry-specific forms or training

Step 2: Verify Identity

The volunteer must provide a government-issued photo identification.

Acceptable forms of identification may include:

- Passport
- Foreign National Identification Card
- Other government-issued photo identification

The ministry leader or church representative should verify the identity of the volunteer and retain documentation according to church recordkeeping procedures.

Step 3: Conduct Personal Interview

A ministry leader, pastor, or approved church representative must conduct an interview with the volunteer.

The interview should include discussion regarding:

- Salvation testimony
- Church background
- Prior ministry involvement
- Reason for serving
- Experience serving with children or students (if applicable)
- Any concerns regarding conduct, safety, or ministry boundaries

Step 4: Complete Reference Checks

Two references should be obtained whenever reasonably possible.

Examples may include:

- Pastors
- Ministry leaders
- Employers
- Teachers
- Long-term family friends

Reference checks should be documented and retained by the church.

Step 5: Background Check Exception

The ministry leader shall document the reason the standard Checkr background screening could not be completed.

This documentation shall be retained with the volunteer's records.

Examples include:

- No U.S. Social Security Number
- International visitor
- Foreign national
- Other applicable circumstance

Step 6: Leadership Approval

Final approval must be granted by an authorized Christ Family Church ministry leader, pastor, or designated church leader.

Approval should be documented and retained by the church.

Volunteer Approval

Completion of this screening process does not guarantee approval for volunteer service. Christ Family Church reserves the right to approve, deny, restrict, or discontinue volunteer service at its discretion.

Children and Student Ministries

Volunteers serving under this policy must comply with all Christ Family Church child safety policies and procedures.

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Volunteer Checklist for Individuals Unable to Complete Checkr Background Screening

Volunteer Name: _____

Ministry Area: _____

Type of Government ID Verified: _____

Date Verified: _____

Interview Conducted By: _____

Interview Date: _____

- Government-issued identification reviewed and verified
- Volunteer Application Completed
- Required Ministry Forms Completed
- Child Safety Policies Signed (if applicable)
- Ministry Training Completed (if applicable)
- Personal Interview Completed
- Reference #1 Completed
- Reference #2 Completed
- Reason Checkr Could Not Be Completed Documented

Reason: _____

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Volunteer Approval for Individuals Unable to Complete Checkr Background Screening

Leadership Approval

I have reviewed the documentation associated with this Volunteer Checklist for Individuals Unable to Complete Checkr Background Screening and verify that the required screening steps have been completed. I approve this individual to serve under the Christ Family Church Volunteer Screening Process for Individuals Unable to Complete Checkr Background Screening.

Approved By: _____ Position: _____

Signature: _____ Date: _____

Ministry Area Approved For: _____

Restrictions (if any): _____