



PROTECT MY MINISTRIES PROCEDURES

This is an overview of how our background check process works. We have purchased an "umbrella" account, so that any of our NC East churches can use the system without having to pay the normal annual lump sum account fee. The only expense the churches will have is the actual cost of the background check itself, which is currently \$8.45 for each background check completed.

This is how it works:

1. Send this link to anyone you want to have fill out a background check.
<https://ministryopportunities.org/NorthCarolinaED>. This link and instructions can also be found online on our website. <https://www.ncewesleyan.com/contact-us/online-giving>.
2. When the background check is returned to our office, we forward it directly to the designated contact person for your church.
3. When we receive an invoice for the cost of the background check(s), we will send an invoice to the ministry leader that requested the check for the local church. You can pay online at <https://www.ncewesleyan.com/contact-us/online-giving> or mail a check to the District Office @ NC East District, 1701 Westchester Drive, SUITE 300, High Point, NC 27262. Please note on the memo line: PMM payment

Some important things to note:

WE DO NOT REVIEW THE BACKGROUND CHECKS OR MAKE ANY DECISIONS ABOUT THEIR SERVICE IN YOUR CHURCH. The review and decision-making process regarding any volunteer rests solely with each local church.

We prefer, that the individual receiving the background checks on behalf of the church is utilizing a church email system, instead of a personal home email. Due to the confidential nature of these reports, it is simply better for the church if they are handling this through a church-controlled email system.

Feel free to contact the office if you have any further questions.

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