

POLICY

BACKGROUND CHECKS

PURPOSE OF POLICY

The purpose of the “Background Check Policy” is to identify who is required to have a background check, how the results are reviewed, and how identified issues in a background check are to be resolved.

GOALS OF POLICY

1. State the rationale for background checks.
2. State who is required to get a background check.
3. Who is responsible for the review of a background check.
4. Discuss the process for addressing issues with a background check.

DEFINITIONS

Not applicable

RATIONALE FOR BACKGROUND CHECKS

Grace Community Church recognizes that it is not possible to determine the thoughts and intentions in the heart of any individual. However, that does not absolve Grace Community Church from performing due diligence to screen individuals on a consistent basis in order to provide a level of protection for our infants, children, students, and transparency for elders, staff and volunteers. Background checks provide an initial and ongoing screening process of certain members of Grace Community Church subject to specific criteria.

REQUIREMENTS FOR NEEDING A BACKGROUND CHECK

The following individuals 18 years of age and older shall be required to have a completed background check, which is not more than 12 months old, on file at Grace Community Church in order to serve in their ministry area:

- (i) Individuals who have direct contact with infants, children or students under the age of 18 as their primary ministry function.
- (ii) Individuals who will be participating in overnight activities with infants, children, or students under the age of 18.
- (iii) Individuals who are paid as an employee of Grace Community Church, including independent contractors.
- (iv) Individuals who serve as a member of any security detail which involves oversight of infants, children or students, such as the GCC Volunteer Safety Team.
- (v) Individuals who serve in a ministry role where handling of cash or donations is required.
- (vi) All Elders and Elder Candidates.

THE BACKGROUND CHECK PROCESS

We will use Checkr as our background check provider, which is linked with our existing People Management software, Planning Center People. Once a Background Check is initiated, the individual will receive an email requesting information necessary to conduct the background check. Once the background check is complete, the Elder overseeing Stewardship Administration shall review the results.

Ministry leaders will be able to see who has an approved background check on file inside the Planning Center People Module. Ministry leaders will not be able to access an individual's background check.

Only individuals who have a completed and approved background check will be able to serve in their assigned role. Individuals who refuse a background check request will not be able to serve in any position which requires a background check until a clean background check is verified.

Ministry leaders and event managers shall be responsible for requesting the appropriate background checks and ensuring that volunteers are properly screened.

REVIEW OF BACKGROUND CHECKS

All background checks will be received and initially reviewed by the Elder providing oversight of Stewardship Administration only. Any issues revealed with the background check will be brought to the Guiding Elders for review to determine if the identified issue warrants further follow-up. The Guiding Elders shall determine if the issue impacts the individual's role in the requested ministry area such that the individual will not be cleared to serve in the requested ministry area. Specific background check needs as listed below will require additional review:

- The background check for the Elder providing oversight of Stewardship Administration shall be reviewed by the Guiding Elders.
- The background check for any Guiding Elder shall be reviewed by the other Guiding Elders.
- The background check for any Elder who is not a Guiding Elder shall be reviewed by all of the Guiding Elders.
- The background check for any Elder candidate shall be reviewed by all of the Guiding Elders.
- The background check for any GCC employee, staff member, independent contractor or potential hire shall be reviewed by the Lead Pastor.

FREQUENCY OF BACKGROUND CHECKS

Background Checks shall be conducted on an annual basis.

ADMINISTRATION OF POLICY

This policy shall be administered by the responsible Elder providing oversight of Stewardship Administration. All Elders shall be responsible for the successful implementation of the policy.

EFFECTIVE DATE OF POLICY

This policy shall become effective not later than March 10, 2019.