

Introduction

12Stone® Church is committed to providing a safe environment for the staff and the congregation. As part of that commitment, the Church is committed to ensuring that those who are put into positions of trust, whether they are volunteers or staff members, have been properly screened.

Purpose

The purpose of this policy is to provide direction and guidance in reference to running background checks on potential volunteers and staff members prior to them being entrusted to work with children, students, and/or put into positions of financial trust.

Procedures

1. The potential volunteer/employee will complete the background check request form. This form must be legibly completed in its entirety and signed by the individual. Electronic signatures are not accepted on the background check request form.
2. The ministry area making the request completes the bottom portion of the form indicating the ministry area and the general ledger account code to be charged for the background check. Background checks will be run on all individuals 16 years of age or older. If the individual is a minor, the Minor Consent Background Check Form must also be submitted with guardian's signature.
3. The completed form is given to the HR Specialist for submission to the Church's background check provider.
4. The following chart depicts the level of background screening that is required for the different positions.

Position	Background Check to be Conducted
Employees	<ul style="list-style-type: none">• Social Trace• Motor Vehicle Report• Georgia and National Criminal History• Credit Check (Certain Financial Positions only)

Children’s Ministry Volunteer and Childcare Providers	<ul style="list-style-type: none">• Social Trace• Georgia and National Criminal History
Student Ministry Volunteer	<ul style="list-style-type: none">• Social Trace• Driver’s License check (only for individuals who are 25 and older)• Georgia and National Criminal History
Count Team Volunteer	<ul style="list-style-type: none">• Social Trace• Georgia and National Criminal History• Credit Check

*Note: MVR will only be run when the check box at the bottom of the form is marked “YES”, this is required to approve drivers for 12Stone® Church vehicles and/or driving minors in a personal vehicle.

5. The authorization form is scanned and e-mailed to the background check provider and results are usually returned within 24-72 hours to the requestor. If an individual has lived outside the state of Georgia in the last 7 years, it may take longer to receive the results.
6. If the background check reveals no prior negative history, the individual will be cleared for hire, training, and/or volunteering with the Church.
 - 6.1. The ministry area will be notified via e-mail when the individual is clear.
 - 6.2. The Church’s database will be updated to reflect the clearance. The start date will be the date we receive the completed background check and the end date will be 3 years from that date. **Background checks are only valid for 3 years, unless otherwise noted, and must be rerun every three years.**
7. In the event negative information is obtained on an individual, the following procedures must be followed:
 - 7.1. If the report indicates that an applicant has a pending criminal

case, the Church may delay its final determination with regard to that applicant until the case is resolved. The Church may also deny the individual's application until the final resolution of the case by stating, "The information available to us at this time is insufficient to allow us to make a decision." The Church may not treat a pending criminal case as a conviction, but rather, treat it as an arrest that has not been fully adjudicated.

- 7.2. If there are more than 5 points on the individual's driving record in the past 3 years, or there is a report of a serious moving violation, including, but not limited to, driving while intoxicated or reckless driving, the person will not be allowed to operate a vehicle owned, leased, or rented by the Church or drive children under the age of 18 in any capacity.
- 7.3. If a negative report is obtained, the director/pastor of the requesting ministry area will discuss the offense(s) with the potential employee/volunteer and a determination of whether or not the person will be allowed to serve will be made.
8. In all cases where a negative report is obtained on an individual, except as noted above, and the individual is permitted to work/volunteer with the Church, the following steps must be completed:
 - 8.1. The applicant must provide a letter of recommendation from a Pastor who is familiar with the individual.
 - 8.2. The applicant must provide three letters of reference from people who are well acquainted with the applicant.
 - 8.3. The applicant must also agree to allow the church to run background checks on them on a semi-annual basis.
9. If an individual requests a copy of their background check, the Church will provide the name and contact information of our background check service provider. Currently, the Church uses Veridata Services in Dacula, Georgia.