

POLICY FOR BACKGROUND CHECKS
Mount Auburn Presbyterian Church
Cincinnati, Ohio

Whereas, the Presbyterian Church (USA) has encouraged and recommended that local congregations perform background checks of their pastors, staff and volunteers (especially those working with youth and children i.e. Sunday School teachers, youth leaders and others who are in an overnight or similar situations with children and youth according to a recommended church's child protection plan); and

Whereas, the Presbytery of Cincinnati and Mount Auburn Presbyterian Church has affirmed these recommendations; and

Whereas, the insurance company serving the Presbytery of Cincinnati can provide background checks at a modest cost through Choice Point, Inc.; if MAPC insurance carrier offers the service at a reduced rate, the church can choose between the two.

Therefore Be It Resolved, that Mount Auburn Presbyterian Church will require background checks for the following:

- teaching elders serving in programs for children, (persons under age 18); serving churches in temporary or permanent positions
- church staff, i.e. child care providers, nursery attendant
- Children Encounters Program instructors, TOMA leaders, individuals serving in supervisory position; i.e. over night trips, summer camps, day camps, or retreats
- ruling elders commissioned to or in training for limited pastoral service
- Certified Christian Educators serving MAPC
- inquirers and candidates under care of the MAPC

No contract or call to any of the above positions shall be finalized and approved until the full results of the background check have been reviewed by the Administrative Chair, Clerk Session or the Session. Expect receipt of the full results to take approximately one week.

Adopted by Session: March 25, 2015

PROCEDURES FOR BACKGROUND CHECKS
Mount Auburn Presbyterian Church
Cincinnati, Ohio

Procedure for Policy implementation

Teaching Elders, Church staff, Commissioned Ruling Elders, Educators, and TOMA leaders or any other adult supervising children; i.e. over-night trips, summer camps, or retreats.

Background checks shall be performed before a person is hired/called; that is, prior to the congregational meeting, or hiring action by session/Presbytery personnel committee, or action by an administrative commission. Those currently serving churches will be required to have a background check done before any new call or new position is signed and approved. Personnel hired by contract to provide services to the church will not be effected by this policy: i.e. cleaning service, plumbing or electrical services or other general maintenance performed by outside service providers. Thus those in currently installed positions are ‘grandfathered’ until they change calls. If a person changes positions within the MAPC and has already had a background check done, another check will not be necessary. The expense for these background checks will be born by the MAPC Administration and charged to the budget of the church.

All required background checks shall include:

- Social Security Number Identity Verification and Address History Trace
- National Criminal Database and National Sexual Violent Offender Registry Search
Statewide Criminal Search
- County Criminal Search

Note: The Presbytery of Cincinnati reserves the right to verify employment or degrees earned.

Procedures

Origin of the request:

For teaching elders of children (persons under age 18) or interim pastors, the originating party shall be the chair of the Pastor Nominating Committee (PNC), Associate Pastor Nominating Committee (APNC), or appropriate search committee.

For Presbytery staff the originating party shall be the chair of Administration committee.

For ruling elders commissioned to pastoral service and Educators, the originating party shall be the Clerk of Session (Page 2 of 2 edited to reflect *Book of Order* changes 2011).

The originating party will initiate the process by obtaining a signed “Form for Requesting a Background Check” (attached) from the person whose background is to be checked. This may be initially faxed to the Presbytery office, but the signed original form must be on file at the MAPC office before any results will be released.

For all MAPC-required checks, the results of the background check will come directly to the Administration Chair or Clerk of Session. Positive results will be shared with the person being checked and the originating party.

In the case of negative results, the church may seek the advice of Presbytery legal counsel and will share check results with the individual being checked prior to dissemination to anyone else. Results will then be shared verbally with the originating party. If deemed appropriate by the

Clerk of Session or Administrative Chair, the information may be shared with the Session or other group involved as appropriate. It is important to maintain personal confidentiality while at the same time protecting the community.

In all cases, results will be maintained for a minimum of six (6) months in confidential files regardless of whether a person is hired. Results will be maintained in the MAPC office.

Approved by Session: March 25, 2015