

Zion Lutheran Church

Background Check Policy

The purpose of this policy is to designate formal and routine procedures for making legal investigations of possible criminal history of persons who may be involved either with the children or with the finances of the church.

- I. Persons to be checked
 - a. Minister
 - b. Director of Religious Education
 - c. Any adult, staff or volunteer who serves as a church school teacher, youth sponsor, nursery worker or anyone who serves in an ongoing volunteer position within the child or youth programs of the church.
 - d. Church Treasurer
 - e. Board President
 - f. Board Vice-President
 - g. Financial Secretary
 - h. Other persons now or in the future who will have or possibly may have contact with children or with money that the Board of Directors decide is necessary and consistent with the purposes of this policy.

- II. Persons responsible for checking
 - a. The church council shall assign up to three persons qualified for reviewing criminal background transcripts and approving or denying placement.
 - b. The terms of these positions shall be indefinite.
 - c. The church council shall have the power to replace any reviewer. Reviewers desiring to resign their position should give as much notice as possible to the Board.
 - d. Qualifications:
 1. Persons selected shall have been a member in good standing of Zion Lutheran for a minimum of 3 years.

- III. Procedure for review
 - a. Preparation of Application/Consent Form

1. The consent/Background Check Authorization form (see form at end of policy) must be completed as indicated and signed by the applicant.
 2. These forms must be retained for a minimum of 3 years.
- b. Preparation of Background History Check Form
1. The form (see form at end of policy) must be completed as listed and signed by the applicant.
 2. This form must be kept in a locked storage drawer until the background check is completed.
 3. At this time the applicant shall be made aware of the grievance process available should a dispute arise over a criminal background check report or the decision of placement based on said report.
 4. This form, when completed, shall be submitted to checking agency. Separate checks must be submitted for any aliases provided by applicant.
- c. Receipt of Background Check Information
1. All records pertaining to a criminal background check shall be destroyed with a shredder within 5 days of making a decision of each applicant's suitability for placement.
 2. All records pertaining to a criminal background check shall be destroyed within 30 days after having received the records from the checking agency.
 3. All criminal background reports shall be kept in a locked storage drawer until such time as the records are destroyed by shredder.
 4. Information contained in the returned report may only be shared with the applicant, another qualified reviewer and the checking agency. Under no circumstances shall it be shared with anyone else.
 5. Applicant may NOT be allowed to keep or photocopy his or her history transcript.
 6. The reviewer may not record in any way, under any circumstances, the information contained in the history transcript except for cases resulting in grievances.
- d. Review of Reports with Criminal History
1. Positions working with children and youth:
 - a. A reported conviction, plea bargain or deferred adjudication of rape, sexual abuse or physical abuse of any nature automatically disqualifies any applicant.

Background Check Informed Consent
Zion Lutheran Church
8500 Hillside Trail
Cottage Grove, MN 55016
651-459-3010

Date: _____

The following named individual has made application with this agency for employment or volunteering.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full)(please print): _____

Maiden, Alias or Former(please print): _____

Date of Birth: _____ **Sex** (M or F): _____

Month/Day/Year

Social Security Number (optional): _____

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information Zion Lutheran Church of Cottage Grove for the purpose of employment or volunteering with this agency.

The expiration of this authorization shall be one year from the date of my signature.

Signature of Applicant _____ **Date** _____

Notary:

Note: The results of this background check will be evaluated for suitability for the position of concern. During the validity period of this form, the background check may be rerun at any time if the applicant is considered for another position, or if deemed appropriate by the personnel committee. The results of this background check will not be shared outside of the personnel committee, except to inform the leader of the activities being applied for as a pass/fail result.

