

Background Check Policies & Procedures

Adopted 09/14/10

Community Bible Church of Central Point desires to protect all of the people in our congregation from any sort of criminal predator, especially our children. Therefore, we need to do all we can to verify the integrity and morality of any person we place in ministry. We recognize we can never truly know the heart and mind of an individual, so we are committed to doing due diligence to validate the character of any person we approve of for ministry.

Based on this desire, any person over the age of 18 wishing to be in ministry at Community Bible Church shall undergo a background check conducted by the CBC Emergency Services Team (EST) leader. This background check shall be done through an agency recommended by the EST leader and approved of by the Elders of CBC. The person upon which we are conducting the background check must sign an authorization form giving CBC permission to conduct the background check.

We recognize there are wide and varied ways to obtain a background check for an individual. Most agencies offer varying levels of background checks, ranging from low-level (local, county, state wide checks) to high-level (national checks, finger print checks) with increasing financial charges for the higher level checks. Based on this information, we are adopting the following policies:

- Any person in ministry at CBC prior to the adoption of these policies and procedures shall undergo the approved background check by December 31, 2010 to remain in ministry.
- Any person desiring to be in ministry at CBC shall undergo a background check within 2 weeks of beginning that ministry.
 - No person in ministry who has not completed a background check shall be left alone with a child at any time.
- If a person has been in attendance and/or ministry at Community Bible Church for more than 3 years that person shall only be required to undergo the lowest level background check provided by the Elder approved agency.
- If a person has been in attendance and/or ministry at Community Bible Church for less than 3 years but is well known and respected by the leadership of CBC, the Elders may authorize for this person the lowest level background check provided by the approved agency. Otherwise, any individual who has been at CBC less than 3 years shall undergo the highest level background check offered by the approved agency before beginning ministry.

- If, for any reason, the leadership of CBC or of a ministry has reason to think a higher level background check is warranted for an individual within a ministry, the leader of the EST shall conduct a higher level check by the approved agency.
- The passing of a background check does not in itself make a person eligible for ministry. A person may be approved or denied eligibility for ministry for many reasons, including but not limited to information found on a background check.
- If a background check comes back with any sort of ‘red flag’, it shall be reviewed by the EST leader. If the EST leader feels the flag warrants further deliberation, the EST leader will provide this information to the Elders for their consideration.
 - The Elders have the right to approve or deny any person for eligibility for ministry based on the totality of the information they gather on that person. Conviction of crime does not automatically disqualify a person for ministry eligibility.
 - Any person convicted of any sexual crime shall be ineligible for any child-based ministry.
 - Each person shall be considered on an individual basis. No previous acceptances or rejections of other individuals for ministry by the Elders will be used as precedence for consideration of another person.

Currently, CBC is using an online service called Protect My Ministry. This service has two levels of background checks:

- Low-level: Includes local, county and state record searches.
- High-level: This adds a national search to the low-level search.

We feel this agency provides adequate information. We recognize it is not perfect and we cannot solely depend on the information this agency provides to make our decision.

There are other resources available to the EST leader and this person needs to maintain solid communication with the ministry leaders to insure we are doing all we reasonably can to protect the people we serve.

All background checks shall be re-done after three years.