

Background Check Procedure for Volunteers

PURPOSE:

To ensure the safety and well-being of children and vulnerable individuals, Pure Heart Church requires background checks for all volunteers who serve in roles involving minors prior to serving. Background checks must be renewed every two (2) years in accordance with insurance requirements.

SCOPE:

This procedure applies to all volunteers serving in ministries that involve minors, including but not limited to:

- Children's Ministry
- Youth Ministry
- Young Adults Ministry
- LifeBridge Resource Center
- Special events involving minors

PROCEDURE:

- Volunteer obtains and completes a volunteer application.
- Ministry leaders may choose to interview each applicant before running the background check, this is optional per ministry. Please notify the volunteer that they will be receiving an authorization to run a Background Check by email.
- Ministry leader will determine if volunteers will be driving or not. If not, continue, if they will be driving, skip to next procedure for Background Check and MVR.
- Log into MP
- Verify volunteers Contact record is updated with current address, phone number and email address. If any of this information is missing your Background Check will fail.
- With Contact record still open
 - Click Tools → Background Check (New)
 - Background Check Type: Volunteer non-Driver
 - Requesting Ministry: Choose your ministry
 - Email Template: Volunteer Background Check Invite
 - Check Alias: Skip

- Accept FCRA: You must check this box
 - Submit → This will send authorization email to volunteer
- Volunteer completes and submits authorization

REVIEW REPORTS:

- If Background Check comes back with an All Clear, you may proceed immediately with next steps to onboard your volunteer.
- If Background Check comes back with a “Needs Review”, the report must be reviewed by the Pure Heart HR Department. HR will determine if you may proceed and will set their Background Check either to All Clear or Not Clear.

RENEWAL PROCESS:

- Background checks must be repeated every two (2) years, your ministry’s primary contact will receive a reminder to re-run the Background Check for volunteers still serving.
 - Note: if you are receiving notifications for someone to renew their Background Check but they are no longer serving, that means you need to update your Ministry Group in MP with an end date.

CONFIDENTIALITY

All background check information is confidential and will be handled with discretion. Access is limited to authorized personnel only.

NON-COMPLIANCE

Volunteers who do not complete the required background check or renewal will not be permitted to serve in roles involving children.