

Background Check Policy

Version 1.11

07/02/2014

1) Introduction to the Background Check Policies

- A. The Background Check Policies of South Point Baptist Church (Church) have been established to ensure uniformity and fairness in implementation, proactively provide protection of ministries and people, and minimize liability to the Church.
- B. The Ministry Team may approve revisions of these policies with support from financial office in consultation with the Church Insurance Underwriter as needed.
- C. The Church and its designated agents and representatives shall maintain all information received from this process in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

2) Volunteering for Children and Student Ministries

- A. All prospective volunteers must agree to a criminal background check and complete a Background Check Authorization form prior to serving in any capacity for these ministries.
- B. Each volunteer must complete a Background Check Authorization annually. Background checks will be performed for each volunteer at least every three years. Also, Background checks may be performed annually in group rotation, or may be selected individually at will.
- C. In order to volunteer:
 - i. A prospective volunteer's criminal background check must show no offenses for 5 years.
 - ii. If offenses exist during any period, the volunteer must be an active member for 2 years.
 - iii. If offenses exist during any period, the Ministry Team and Financial office must approve the prospective volunteer. For the protection of our children and students, the Ministry Team has discretion to exclude anyone without explanation regardless of background check results.
- D. Absolute exclusions:

Under no circumstance should an individual with any of the following types of criminal convictions be allowed to serve (including but not limited to): violence, abuse, crimes involving pornography, crimes of a sexual nature, and crimes involving a minor.

3) Drivers and Motor vehicles owned by the Church

- A. All prospective vehicle operators must agree to 1) a criminal background check and 2) a driver license background check prior to operating a Church owned vehicle.
- B. To operate a Church vehicle:

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- i. The driver license background check must be clear for at least 3 years
- ii. The criminal background check must be clear for at least 5 years
- iii. If offenses exist during any period, the Ministry Team and financial office must approve the prospective volunteer. The Ministry Team has discretion to exclude anyone without explanation regardless of the driver's license or background check.
- iv. The driver must be between the ages of 25 and 65 for a vehicle for 16 passengers or more (as required by the Church's Underwriter).
- v. The driver must be between the ages of 21 and 70 for all other vehicles (as required by the Church's Underwriter).
- vi. Any exceptions must be approved by the Church financial office in conjunction with the Church's Underwriter.

4) Drivers and Motor vehicles not owned by the Church

- A. All vehicle operators that will be transporting children and students related to any church sponsored activity, regardless of vehicle ownership, must agree to 1) a criminal background check and 2) a driver license background check.

Revision Notes

Approved	By	Version	Comments
07/02/2014	Bus Administrator	1.11	3.B.iv. Changed 15 to 16 passenger
05/05/2013	Church Conference	1.1	Updated Format, minor adjustments for liability
06/24/2011		1.0	Creation of policy