

Presbytery of Blackhawk Background Check Policy

Who is included?

- All active members of the Presbytery of Blackhawk (Ministers of the Word and Sacrament, Commissioned Pastors, and Certified Christian Educators who are Ruling Elders) and other ministers who are serving within the bounds of the Presbytery of Blackhawk with the exception of non-active honorably retired clergy.
- All persons seeking membership into the Presbytery of Blackhawk. (Completion necessary before meeting with the Commission on Ministry's Examination Team.)
- All paid staff members of the Presbytery of Blackhawk.
- It is incumbent on all member churches to follow prudent procedures with their own staff and for persons who work with youth and other vulnerable populations.

What is included?

- National and state criminal records including the sex offender registry.
- Financial background checks will only be done in specific situation where they are warranted (e.g., treasurer of the presbytery).

What is the procedure?

- Those who are included in the background check policy are asked to complete a self-reporting form indicating any prior felony convictions and to give written permission to the presbytery to initiate the criminal background check process.
- All results of background checks will be sent to the General Presbyter or designated presbytery staff. If any irregularities appear, the General Presbyter will contact the Commission on Ministry (for ministers) or Personnel (for employees) to determine if any further action is necessary. The General Presbyter and the appropriate committee will make a determination about the most appropriate pastoral response.
- Criminal background check records will be kept in a separate personnel file accessible only by the General Presbyter, or the General Presbyter's designee. Each individual upon whom a background check has been done will have access to his or her own background check results. Under normal circumstances, the presbytery office will only indicate that a background check has been done and a clearance has been given.
- Background checks are to be conducted regularly every five years, ordinarily at the beginning of the year (January 2023, 2028, etc.). Those who have entered their ministry in the Presbytery of Blackhawk within the last 18 months will not be required to repeat the background check until the following regular check.

What is the cost?

- Costs associated with the background checks required by this policy will be borne by the Presbytery of Blackhawk.
- Refusal to give consent to run a background check will disqualify a person for consideration for membership in the Presbytery of Blackhawk, or employment by the Presbytery of Blackhawk.

Presbytery of Blackhawk Disclosure Authorization and Release Form

For Pre-Employment, Continued Employment, or Presbytery Membership

I understand that in connection with my application for employment, volunteer services, continued employment, and/or membership, the Presbytery of Blackhawk, its consultant Trusted Employees, their agents or employees, shall be performing, requesting, obtaining, or conducting a background check on me. This background check will include only national and state criminal records, including the sex offender registry. If my position involves handling money and/or having access to monies and/or other transferrable money instruments, my credit history may also be checked.

I understand that the Presbytery of Blackhawk may rely on any part of this information in determining whether to extend an offer of employment, volunteer duties, or membership to me. I further understand that if any adverse action is taken by the Presbytery of Blackhawk, or if the Presbytery of Blackhawk chooses not to extend an offer of employment/volunteer duties, or membership to me based upon the information, that I will be provided a copy of such information.

I have read this Disclosure Authorization and Release Form and by signing below hereby authorize investigators to conduct a background check as described herein. I hereby release any and all investigators, including the Presbytery of Blackhawk, from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with the Presbytery. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested information to disclose such information to investigators in connection with this background check.

Although furnishing the Social Security number is not optional, it shall be used for NO other purpose than to make the process for conducting a background check more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check. If applicable, list on the reverse any prior felony convictions with date and state.

Applicant Signature	Date
Printed Name	Social Security Number
Date of Birth	Former Last Name(s) if applicable
Current Address	Previous Address