THE TABERNACLE
LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

Background Check Policy and Procedures
September 2022

Procedures

1. Completed background checks are forwarded to the Tabernacle Administration Team for processing. Volunteer/Ministry Leader background checks will be processed by their Campus Administrator. Staff background checks will be processed by the Executive Director.

2. Background checks completed in paper form will be put in a sealed envelope by the volunteer and given to either their Ministry Leader or their Campus Administrator.

3. Background check forms MUST be filled out in their entirety. This includes 'race' and 'birthday'.

4. After the background check is complete -

    A. Clear background check - this information will be sent to the Campus Pastor for final vetting. The date of the completed background check will also be added to the volunteer/staff member/ministry leader's BREEZE profile.

    B. A flagged background check - a background check that with any record of criminal history will be forwarded immediately to the Campus Pastor with a printed record, for their reference. Issues related to a flagged background check will be discussed confidentially with the staff/ministry leader/volunteer by the Campus Pastor and/or the Executive Director. The Executive Director will update the 'Flagged Background Check' list with this information.

C. The Campus Administrator will contact the staff/ministry leader to confirm when a volunteer has been approved. The Campus Administrator will also update BREEZE information for the volunteer or ministry leader.

Policy

- Tabernacle staff or volunteer background checks will only be completed if an online or paper background check form is filled-out and signed by the person requesting the check.
- All Tabernacle staff/ministry leaders/volunteers will be required to have a completed background check on file and complete all vetting process at the campus they attend.
- A background check must be completed PRIOR to the volunteer shadowing, training or serving.
- Completed background checks will be kept in a secure location at all times.
- The Tabernacle will complete yearly background checks for all staff/ministry leaders/volunteers. This background checks will be kept in a secure file for one calendar year.
- Volunteers who are currently serving in non-child/youth areas and want to switch to a ministry where they will have contact with children/youth MUST be vetted by a campus pastor prior to serving.
- Current Tabernacle staff/ministry leaders/volunteers are required to report a change in criminal history/offenses to their ministry leader or campus administrator immediately.
- All background check information will be kept completely confidential. Only the Executive Director and Executive Pastor/Campus Pastors will be informed of specific details related to the checks. This team will determine what additional information may be shared with staff/ministry leaders, as needed.
- The Tabernacle reserves the right to refuse any individual from serving based on background check results or other information related to past offenses, personal issues or unreported criminal activity.
- The misuse of background check information by Tabernacle staff or ministry leaders may result in disciplinary action or dismissal from job/ministry role. This includes, but is not limited to, sharing confidential information, gossip, or other harmful behavior.

- The Tabernacle uses the following agencies to complete all background check screenings:

ICHAT (Michigan Criminal Record search)

The Michigan Sex Offender Registry

State-specific criminal record search for out-of-state applicants, if applicable.

Note: If needed, additional screening methods could be used to settle any discrepancies or to gather more information for a specific volunteer.