

**Presbytery of New Covenant
Committee on Ministry
Policy Regarding Background Checks
Revised June 7, 2016**

Rationale: In order to assure high standards of ethical conduct, the Presbytery of New Covenant has implemented and mandates background checks of all clergy entering the presbytery.

Procedure: A background check shall be requested by the Pastor Nominating Committee (PNC) of a church **prior** to making a request to COM-Calls and Contracts for approval for “Serious Contact”, accompanied by a completed Disclosure and Authorization form (attached). The Coordinator for COM and CPM shall certify to the chairperson of the PNC that a background check has been completed.

In the case of those transferring to the presbytery without a pastoral call, the Stated Clerk shall request a background check be done by the Coordinator of COM and CPM.

Process: The background check will be conducted using information provided by the candidate after receiving his/her permission. In addition to checking personal references provided by the candidate, an individual background check shall be made for reports, records, or incidents of moral turpitude and criminal activity. The computerized search is normally completed within one business day. Research is provided by an agency recommended by presbytery and costs approximately \$15 per inquiry. The information obtained shall be used solely for the purposes described in this policy and shall be kept confidential to the extent allowed by law.

Fee Payment: *Installed and contract relationships:* Local church shall pay for checks of prospective clergy receiving calls to enter the Presbytery of New Covenant.

Members-At-Large and Retired Clergy entering Presbytery of New Covenant shall pay Presbytery directly to conduct background check for them.

Record Retention: All records shall be retained at the Presbytery Office for four years after the clergy person has left the Presbytery of New Covenant.

Effective: All calls extended and clergy received after 7/1/06

**DISCLOSURE AND AUTHORIZATION FORM
TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT, VOLUNTEER,
OR TENANT PURPOSES**

Please Read Carefully Before Signing the Authorization

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, the Presbytery of New Covenant (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888- 946-8355; or website: www.intellicorp.net.

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

DISCLOSURE and AUTHORIZATION

I understand and acknowledge that it is the express general policy of the Presbytery of New Covenant to contact personal references which have been provided by a prospective candidate or employee and to conduct a background check for reports, records, or incidents of moral turpitude for all new clergy entering the presbytery and/or obtaining employment with the Presbytery or in the local church. I further understand that such checks are conditions which must be met prior to my receiving serious consideration for a call to, employment, or membership in the Presbytery of New Covenant. With these understandings, I freely and voluntarily execute the Disclosure and Authorization and acknowledge that I understand its contents.

FOR AND IN CONSIDERATION of your review and consideration of my application for a position of employment in the Presbytery of New Covenant or in one of its local churches, the undersigned:

- A. does hereby authorize and agree that the Presbytery of New Covenant, the local employing church, their respective agents, committees, agencies, directors, trustees, employees, attorneys, representatives, successors and assigns may perform, request, obtain or conduct a background check on the undersigned and contact those personal references provided by the undersigned and consent to these check and contact. The background check and personal contacts may include an inquiry into my Employment History, Education, Character, Reputation, Work Experience, Volunteer Experience, Credit, and/or reports, records, criminal records or incidents of moral turpitude;
- B. does hereby authorize any third parties who may be the custodians or in possession of the requested information, to disclose such information to the Presbytery of New Covenant, the local employing church, their respective agents, employees, attorneys, committees, agencies, directors, trustees, representatives, successors, and assigns;
- C. does hereby reserve the right to receive a copy of any such report and to explain, contest, or otherwise dispute the results of any inquiry.

I understand that the background check and personal contact are for the sole purpose of considering my application for employment in the Presbytery of New Covenant or in one of the Presbytery's churches and that the information shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check or personal contacts.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the Presbytery of New Covenant to obtain and rely upon consumer reports or investigative consumer reports concerning me. By my signature below, I authorize the Presbytery of New Covenant to obtain any such reports and to share the information received with any person involved in their decision about me.

I do _____ do not _____ authorize you to contact my current employer for Employment and Reference Verifications. (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Presbytery of New Covenant.

Signed _____ Date _____

Printed Name _____

Address/City/State/Zip _____

Social Security Number _____ Date of Birth _____

Driver's License State _____ Driver's License Number _____