

**Presbytery of New Covenant  
Committee on Ministry  
Policy Regarding  
Background Checks  
01/22/2015**

**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 PNC of a church **prior** to making a request to COM-Calls and Contracts for approval for “Serious Contact”, accompanied by a disclosure and release authorization. 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 with a pastoral call, the Stated Clerk shall request a background check be done by the Coordinator of COM and CPM.

**Process:** The PNC and/or local church shall ask COM to conduct a background check using information given by the candidate or received by permission from the candidate. 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 \$14 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.

**Funding:** *Installed and contract relationships:* Local church shall pay for checks of prospective clergy receiving calls to enter 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 RELEASE  
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 Release 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; and
- D. does hereby release, indemnify, hold harmless, and discharge the Presbytery of New Covenant, the local employing church, their respective agents, employees, attorneys, committees, agencies, directors, trustees, representatives, successors and assigns, one or more of them, from any and all claims, demands, actions, remedies, causes of actions, debts, liabilities, contracts, damages, costs (including, without limitation, attorney's fees and all costs of court or other proceedings), expenses and losses of every kind or nature, whether at this time known or unknown, anticipated or unanticipated, direct or indirect, fixed or contingent, at law, by statute, in contract or in tort, in equity whether now or hereafter fully, partially, or not disclosed, arising from or as a result of any such investigation of personal references and the conducting of any background check.

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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver's License State \_\_\_\_\_ Drivers License Number \_\_\_\_\_