

# SouthEast Unity Ministries Regional Policy for Creating a Safe Environment for Our Children & Teens

*Background Checks for Local and Regional Youth Ministry*

**As of January 1, 2007, the new Regional requirement is: All adults attending a regional or sub-regional event, where youth are present, must have undergone a national background screening.** (suggested companies on below)

## **SouthEast Region Requirements:**

- ✓ National criminal background screening to include:
  - An application on file at church\*
  - A national criminal background check on file at church\*
  - Documentation that personal references given on the application have been checked, kept with application\*
  - A face to face interview with the applicant by church personnel

In addition, it is **strongly** suggested that churches have:

- A national criminal background check on **all** adults working with youth & teens both staff and volunteers
- Federal Fingerprint Checks on **all** adults working with youth & teens both staff and volunteers
- Driving record reports on any person transporting minors for church events

\* All reports are to be considered confidential and stored in a locked area with limited access. Only the minister/and or another staff member (perhaps youth ministry director) should have access.

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### **Clarence M. Kelley and Associates**

<http://www.cmka.com/>

To contact for more information on background checks, submit the form found here...

<http://www.cmka.com/backgroundform.htm>

### **Group's Church Volunteer Central**

<http://www.churchvolunteercentral.com/>

1-800-761-2095

e-mail: [info@churchvolunteercentral.com](mailto:info@churchvolunteercentral.com)

### **Kroll**

[www.kroll.com](http://www.kroll.com)

900 Third Ave.

New York, NY 10022

212-593-1000

212-593-2631 – fax

e-mail – There is a form available to submit an email inquiry here...

<http://www.krollworldwide.com/about/contact/>

They guarantee a response in 48 hours.

### **ScreenNow**

<http://www.screennow.com/>

1-800-853-2414

e-mail: [info@screennow.com](mailto:info@screennow.com)

### **FBI Fingerprint Check**

In addition to the background checks above, the FBI can run a fingerprint check for any individual. Depending on your state, a third party cannot request a fingerprint check, but any individual can request their own. **The cost is \$18.** The steps are:

1. go to [www.fbi.gov](http://www.fbi.gov)
2. under the heading **Use Our Resources**, click on the link **More Services**
3. under the heading **Get Information I Need**, click on **Request an FBI Identification Record, or rap sheet?**
4. Follow the instructions. They will have to actually take the fingerprint card to a local law enforcement agency to have their prints taken.

A Fingerprint check will check all existing fingerprint databases, both criminal and civil. If the person has been fingerprinted for being arrested, bonded, armed services, or for another occupation, it will come back on this report. If they are in the system, it will also confirm that the name and social security number belong to the volunteer.

The policies of the Southeast Unity Region for creating a safe environment for our children and teens are in alignment with the Association of Unity Churches International. For more information on risk management, please refer to the Youth and Family Ministry Guide (available through the Association), Chapter 16, go to the Association website <http://www.unity.org/education/adult-srv-yth.html>, or contact your Children's ([kid@unity.org](mailto:kid@unity.org)) or Teen ([you@unity.org](mailto:you@unity.org)) Coordinator at the Association of Unity Churches International.