



Screening Policy

Screening is a simple and affordable way to create a first line of defense to help protect our community from those who may wish to inflict harm.

Who Needs to be Screened?

Any employee or volunteer, paid or unpaid, full-time or part-time that work or serve in leadership positions, alongside children, youth, vulnerable adults or are involved with finances at Discovery - A Christian Church. Following are some examples:

- All Staff and Elder Members
- Life Group Leaders
- Support Group Leaders
- All Children's Ministry & Youth Volunteers
- All Compassion Team Volunteers (including Benevolence, Community Connection and Pastoral Care)
- Count Team for Offering
- Missions team leaders
- Counselors using space
- Barn Owl team

What is Screening? There are three key elements to Screening

- Background Checks (18yr and older)
- Reference Checks
- Personal Interview

While none of these elements is perfect, when these three are combined together it is the best practice to protect our community and will help ensure that we use care and diligence in selecting who we invite to serve in leadership roles at Discovery.

When do we Screen? Prior to an invitation to serve in a leadership or staff role, the candidate must be made aware of our Screening Policy.

- Background Checks are conducted when invited to serve or offered employment and repeated every 2 years while still serving or working.
- Serving & Employment are conditional on passing reference and background checks.

Who is Responsible?

- The Planning Center (PC) database manager is responsible for ensuring background checks are completed and repeated for all staff and elders.
- Each department head is responsible for ensuring that background checks, reference checks and interviews are completed for their own department leaders and volunteers.
 - A department head can order background checks directly out of an individual Profile page in PC by clicking the shield in the upper right hand corner of the screen. If a department head does not have access to background checks or notes in Planning Center, contact the PC database manager for assistance.
 - Department heads will make note of reference checks by using the Form available in Staff Forms.