

Background Screening in the Episcopal Church in Arkansas for Volunteer and Paid Staff

Setting up a parish background screening account for volunteers and employees.

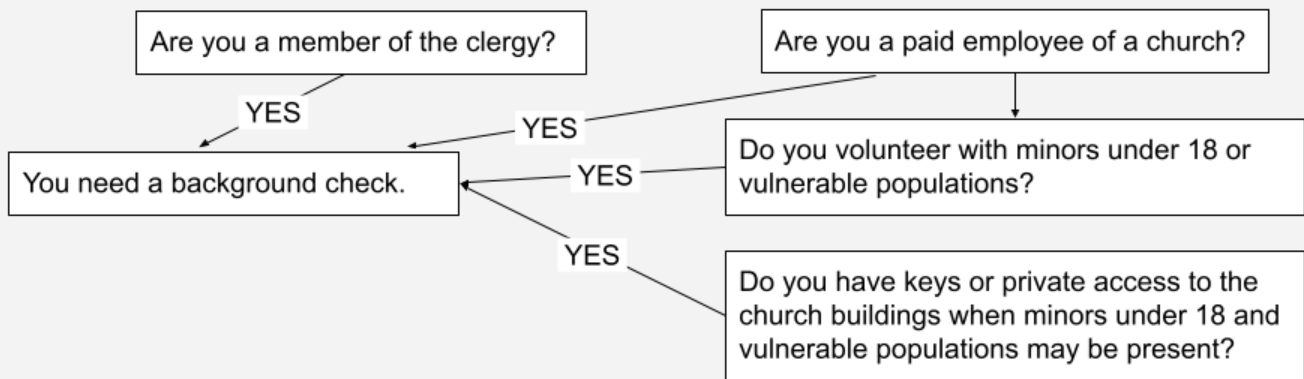
1. Contact Praesidium at support@praesidiuminc.com to set up your church account. Tell them you are an Episcopal Church with the Episcopal Diocese of Arkansas Little Rock, AR. And that you need to set up a church background checking account.
2. They will have a contract for you to sign that they will mail or email.
3. Once your account is set up, you can input any candidate's name and email into the online platform, and the system will send an email saying that you have requested a background check on them. They will be asked to fill out additional personal such as Social security numbers and past addresses.
4. Once the background check has been completed (usually less than 24 hours), your account admin will be notified by email.
3. You will be billed at the end of each month for the number of background checks you run and complete. If you do not order any background checks for the month, then you will not receive an invoice from Praesidium.

Also, note the diocese will cover the cost and administer the background check of all clergy for renewals of their background checks. The cost for the initial background check is often covered by the parish unless negotiated with the diocesan office.

Cost per candidate (these costs may change due to Praesidium's cost)

Service Name	Individual Cost Per Service EACH	Low Access Volunteers	High Access Volunteers	Employees	Clergy
		Starting at: \$ 22.00	Starting at: \$ 22.00	Starting at: \$ 22.00	Starting at: \$ 126.00
Employment Credit	\$ 14.00				✓
Confidence Multi State Criminal & Sex Offender Database w/Alias*	\$ 12.00	✓	✓	✓	✓
7 Yr County Criminal Records Search: Current County of Residence	\$ 10.00	✓	✓	✓	✓
<i>Add'l Counties added as needed based on 7 year address history</i>	\$ 10.00		✓	✓	✓
Motor Vehicle Records Search	\$ 4.50				✓
Employment Verification: 1 Position	\$ 10.00				✓
Education Verification: 1 Degree	\$ 10.00				✓
Personal Reference: 2 References	\$ 25.00				✓
Professional Reference: 3 References	\$ 40.50				✓
International Criminal Search: 1 Jurisdiction**	\$ 50.00				
<small>3rd party record keeper fees may apply and will be passed on at cost when incurred *Criminal records found in the Multi State Database check are subject to verification at the source and additional costs may apply **An in-country acquisition fee will apply to all international criminal record searches</small>					

WHO NEEDS A BACKGROUND CHECK IN THE EPISCOPAL CHURCH IN ARKANSAS?



Other important background check information:

- Background checks should be renewed every 3 years.
- The diocesan office will conduct and pay for all clergy background checks.
- Credit checks can be completed through the diocesan office for treasurers and check signers.
- Vestry members and other elected adults are not required to be background checked unless they meet the criteria above.

For information on setting up a background check system for your church, or more detailed questions on who should be screened go to www.episcopalarkansas.org/safe-church/ or contact Randall Curtis rcurtis@episcopalarkansas.org in the diocesan office.

Who should be background screened, and at what level?

- All members of the clergy, whether stipendiary, non-stipendiary, canonically resident in the diocese, licensed in the diocese, and engaged in ministry or service to the church, regardless of their duties. **(Clergy) The Diocese will take care of this**
- Paid employees, whether full-time or part-time **(Employee)**
- Volunteers serving in staff positions, whether full-time or part-time, regardless of whether or not they work with children or youth. **(high access volunteer)**
- Volunteers whose work routinely takes them throughout the facility or grounds and who have keyed access to locked facilities (excluding people whose access is solely for altar or flower guild ministries if those ministries do not occur during children or youth events ex. Flowery delivery person). **(high access volunteer)**
- Persons who supervise or assist with supervising children or youth in ministries, programs, or activities. **(high access volunteer)**
- Christian education or Sunday School teachers who work in any setting **(low access volunteer)**
- Nursery workers, whether paid or volunteer. **(high access volunteer)**
- Persons who provide transportation to children or youth without other adults in the vehicle. **(low access volunteer)**
- Persons involved in overnight trips with children or youth. **(high access volunteer)**

Questions contact Randall Curtis at rcurtis@episcopalarkansas.org

- Persons whose living quarters are on the grounds of the church, school, or other related agency. **(high access volunteer)**

Examples of people who are covered by this screening policy include, but are not limited to:

- Children's or youth choir directors. **(high access volunteer or employee)**
- Organists who work with children or youth. **(high access volunteer or employee)**
- Lay Youth Ministers. **(high access volunteer or employee)**
- Directors of Religious (Christian) Education. **(high access volunteer or employee)**
- Volunteer Youth Directors. **(high access volunteer)**
- Church Personnel who work or assist in the nursery. **(high access volunteer or employee)**
- All staff, whether volunteer or paid, are at church camps. **(employee)**
- Teachers, substitute teachers, and staff in parochial schools. **(employee + must follow State guidelines)**

These Staff Members will be screened and selected using the following tools and procedures:

- All information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to engage in this work.
- Employees who work with children and youth must have a personnel file where other records are kept.

Additional Checks

For Credit Checks for people who have financial access to financial accounts, please contact the diocese. The diocese can process these checks through its system.