



## BACKGROUND CHECK POLICY 2022

*Please read the following background policy information below, issued by John M. Butler, Director of Operations for the Baptist State Convention of North Carolina. The forms mentioned can be found in this document.*

**To:** Churches providing volunteers for events for children, youth or developmentally challenged adults

**From:** Baptist State Convention of North Carolina (BSCNC)

**Date:** All 2022 camps and conferences

Background checks on all adults — anyone under age 18 cannot be a volunteer from a church or chaperoning a group — who will be chaperoning, participating in group activities or accompanying children, youth or developmentally challenged adults from your church to BSCNC events are a necessary part of protecting them and your church. The Baptist State Convention believes that you, as a church, need to know that you are doing everything you can to protect the children, youth and developmentally challenged adults of your church and also the assets of your church. It is our hope that you have already put in place a policy that requires background checks for anyone working with children from infants up to those who have reached age 18, and developmentally challenged adults.

**The Baptist State Convention must have a form from your church on adults who are attending or working at such events. We have formatted a sheet on which you can list people who have had background checks and are cleared to work or chaperone. It will be the responsibility of your church to get the background checks completed on all adults going with your group at least one week prior to departure. Any adult from your church working or chaperoning children, youth or developmentally challenged adults whose name is missing from this sheet will not be allowed to stay on the premises where the event is held or to work with the event in any capacity. This must be done for the protection of all attendees, your church and the BSCNC.**

Your church can choose any background company that you like. The BSCNC realizes that if you have not done background checks in the past, you may need to get in touch with a reputable company. At the BSCNC, we have used FirstPoint Resources in Greensboro, N.C.

Scott Hall, manager of FirstPoint Resources, is a Baptist and he attended North Carolina Baptist Assembly as a youth. Scott has told the BSCNC that he will give churches a special rate of \$10 per person for a criminal background check and a sexual misconduct check. FirstPoint does charge a one-time \$25 set up fee and FirstPoint requires an on-site inspection to be sure that the information you receive is safe-guarded both for the potential volunteers and for your church's security. FirstPoint will arrange with your church for the on-site inspection. Questions should be directed to Diane Smith at FirstPoint — not the Baptist State Convention.

Scott and Diane have asked the Baptist state convention to emphasize that FirstPoint needs time to set up your account and complete the background screening reports. You cannot call them on Wednesday or Thursday to set up a new account before

volunteers are leaving on Sunday or Monday to go to camp or a Deep Impact event and expect to have the reports back. **Please contact them to set up your new account at a minimum of 30 days before your volunteers leave for camp. Then, FirstPoint should be able to process the background checks within a six to ten day time frame.**

For those who routinely drive to such events, you may want to also include a driving record – that would be an additional expense.

If you would like to use FirstPoint, you must call Diane Smith directly at (800) 288-7408 ext. 3017 or email at [DGSmith@firstpointresources.com](mailto:DGSmith@firstpointresources.com) to set up an account for your church. Please identify yourself as a church that received the letter from the BSCNC regarding adults helping at events for children, youth or developmentally challenged adults.

For your convenience, I am attaching a FirstPoint form (use this form only for FirstPoint Resources) that every candidate will have to complete LEGIBLY. If it is not highly readable (all numbers and letters must be clear and readable because FirstPoint does not know your name, address, etc.) when faxed to FirstPoint, your staff will be called to clarify information or you will have to ask the adult to resubmit the form to you. You will need to maintain a file with copies of all forms and a copy of the report on each person cleared in the background check. This will be valuable information in a court of law should your church ever be sued for the actions of any adult working with children, youth or developmentally challenged adults.

Thank you for your cooperation. Again, I remind you that you can choose any company you wish to do the background checks; however, the names of all adults attending these events must appear on the form to be presented to registration when your group arrives at the site of the event. **Otherwise, the adults who accompany your church group will not be allowed to remain on campus!**

Form to be taken to \_\_\_\_\_ and given to Registration Desk  
 (Name of event)

The following people from \_\_\_\_\_  
 (Name of church)

located at \_\_\_\_\_  
 (Street address) (City/State) (Zip)

have been cleared by background checks, performed by a professional company, to accompany, chaperone, work with children, youth or developmentally challenged adults at North Carolina Baptist Assembly during the week of \_\_\_\_\_.

**Any person who is found to have criminal convictions related to sexual offenses shall in no case be permitted to serve in any capacity at BSCNC events.**

Name of Adult	Indicate what each volunteer is doing such as chaperoning, driving, leading Bible studies, leading activities, etc.

Use more than one sheet if necessary.

Certified by signature of church pastor, chairman of deacons, head of personnel committee or other church staff or member.

Position in church: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form for church to keep in its files with FirstPoint or other company form**

I, \_\_\_\_\_, have volunteered to work with youth (youth being anyone from birth to age 18) and developmentally challenged adults at my church or at any functions in which my church participates with its youth and developmentally challenged adults. I realize that to safeguard these people and the church, a professional company must perform a background check and a file kept at the church for future reference. I want to fully comply with this request by my church.

I am given the following opportunity to tell and or explain to my church prior to the background check of any problems that may be found. I realize that if I fail to disclose any that might be found, I will not be allowed to work with youth and developmentally challenged adults at my church. (Note: Information that an individual was told would be expunged from public records may not have been!)

\_\_\_\_\_ I do not know of any problems that may be found.

\_\_\_\_\_ I voluntarily choose to disclose the following:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*You must print legibly and hard enough for the information to be read when faxed. No markouts, please.*

NAME (First, Middle, Last) \_\_\_\_\_ GENDER Male / Female

MAIDEN NAME (If applicable) \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ HOW LONG? \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

1ST PREVIOUS ADDRESS \_\_\_\_\_ HOW LONG? \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

DRIVER'S LICENSE # AND STATE ISSUED: \_\_\_\_\_

**APPLICANT AUTHORIZATION**

I hereby authorize FirstPoint, Inc. ("FirstPoint") to prepare an INSIGHT report that will include my present and previous employment information including salary as well as work performance. I also authorize FirstPoint to verify my past and present driving records, education records, credit history, and professional credentials. I further authorize FirstPoint to perform a criminal records search.

I understand that FirstPoint does not guarantee the accuracy or timeliness of the information obtained from other sources and that FirstPoint will not be liable for any inaccuracy in the information obtained from other sources that are included in the INSIGHT report.

Further, I authorize my current and former employers, as well as other organizations, to provide such information to FirstPoint and I hereby release and hold harmless FirstPoint, my current and former employers, as well as other organizations that have provided information in connection with my INSIGHT report.

**CONSUMER DISCLOSURE**

I understand that a pre-employment consumer report (Insight) may be obtained from FirstPoint, Inc. for employment purposes.

\_\_\_\_\_  
Applicant's Signature DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature (If Applicant Is Under 18 Years Old) DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

Reports Requested by: \_\_\_\_\_  
Name of Church

- Criminal Records
- Credit Report (Persona)
- Motor Vehicle Record
- Sexual Misconduct