

WHBC Background Check Policy

To ensure the safety of our children, youth, adult volunteers and employees Weatherly Heights Baptist Church has developed and implemented a background check policy. **The specifics for this policy are as followed:**

- Background checks will be conducted every 3 years on those mentioned below who fall into the category of requiring a background check for employment or service to WHBC.
- Background checks will NOT be accepted from outside agencies or organizations. One must be processed through the background check company that WHBC contracts with.
- Background checks will be done at cost to the church. No cost will be incurred to the employee or volunteer.
- Because funds are limited there will be a priority to those receiving a background check. This priority is listed below.
- The following employees or adult volunteers will be required to submit to a background check to serve or be employed at WHBC. This list will also serve as a priority list when funds are limited:
 1. Paid Ministerial Staff and Support Staff: (Ministerial Staff, Administrative Assistants, Financial secretary, Custodians, Pianist and Organist)
 2. Paid and Volunteer Nursery Workers and Respite Care Workers
 3. Adult Chaperones attending overnight Youth and/or Children's Events
 4. Sunday School and Wednesday Evening Adult Teachers serving in the Children's and Youth Ministry
 5. Event Chaperones serving in the Children's and Youth Ministry

The process for conducting a background check is as follows:

1. Applicants will fill out the online form supplied by the Minister of Families with Children and Youth.
2. The Minister of Families with Children and Youth will conduct the background check.
3. One will not conduct their own background check
4. In the case of an employee, if an issue is found with the results of the check, the issue will be discussed with the Senior Pastor and Personnel Committee Chair
5. In the case of a volunteer, if an issue is found with the results of the check, the issue will be discussed with the Senior Pastor and Committee chair for appropriate Committee oversight.

Questions about this policy and procedure may be directed to the Minister of Families with Children and Youth.