

PROCEDURES FOR BACKGROUND CHECK PROCESSING IN THE EPISCOPAL DIOCESE OF EAST CAROLINA

Intro: On November 20, 2020, Executive Council approved a process to move Background Checks to an electronic processing platform. This will enable parishes to initiate background checks as well as set up their own billing account. All completed background checks will be processed by the Ministry Coordinator for Diocesan Life. All results will be sent to the Rector/Priest-in-Charge or Senior Wardens of Vacant Cures, or organization Directors. The diocese will continue to use Active Screening Faith to process background checks.

Important Change: *The Model Policies mandated by General Convention and adopted by East Carolina's Executive Council require all reference checks to be completed by the person hiring/approving the individual to serve at the parish or organization. There is no longer an option for reference checks.*

Step One: Processing

All parishes should sign up at <https://www.activescreening.com/faith/signup/> OR you may call Marla Wiezerl at 813-467-8800. Marla will assist you with setting up your account. It takes approximately 5 minutes. There is no charge to sign up. Prior to signing up you will need to know and have available the following:

- Your preferred payment method. You have the option to pay by invoice or with credit card. If by invoice, you will need your billing contact, address, and phone. If by credit card, you will need your credit card number, address, phone, and name on the card.
- You will need to provide an EIN number and upload one of the following: 501-c3, a utility bill or insurance certificate to verify your parish identity
- It takes Active Screening Faith approximately 24-48 business hours to set up your account. Once your account is set up your account contact will receive an email with your username and a temporary password.
- All screening package options have been designed by and approved by the Episcopal Diocese of East Carolina.
- Should you have questions while you set up your account or afterwards, please contact Marla Wiezerl at 813-467-8800 and she will assist you.

Step Two: Initiating A Background Check

Gone are the days, when you completed the top portion of an 8-page document and gave it to someone to complete by hand. All that is needed is for the contact to log into your Active Screening Faith Account, add the applicant's name, email, the type of background check and hit

send. The applicant will receive an email giving them instructions on how to complete the form. Note: This includes the infamous questionnaire required by the Church Pension Group.

Attached please find Appendix A of the Model Policies which will assist you in determining who is required to have a background check.

Step Three: Background Check Results

The process of getting results will be much quicker since the paper shuffle has been reduced. Once results have been received at Diocesan House, a letter will be mailed to the Rector/Priest in Charge or Senior Warden of Vacant Cures or Directors of Organizations indicating whether or not the background check was satisfactory. Note: Should a background check not be satisfactory, the Ministry Coordinator for Diocesan Life will make a documented call to the Rector, Priest in Charge, Senior Warden or Organization Director.

Additional Information:

Costs:

- Volunteer \$12.50 (plus any County/State Fees*)
- Volunteer with Motor Vehicle Check \$18.00 (plus any County/State Fees*)
- Parish Staff \$37.00 (plus any County/ State Fees*)
- Parish Staff with Credit Check \$52.00 (plus any County/State Fees)

**Some counties/states charge processing fees, if this occurs the cost is charged as part of the individual background check.*

Questions: Should you have questions outside of the set-up process please contact Jimi Paderick, Ministry Coordinator for Diocesan Life at jpaderick@diocese-eastcarolina.org or 252-522-0885 ext. 227