

Background Checks

According to our RADIUS Kids and Students policies, every applicant desiring to serve is required to complete an application process, which includes a meeting with the coordinator, criminal background check, and completion of training.

Background Check Policies

- Every adult who serves with children and students **MUST** have a completed background check on file **BEFORE** serving. Also, all members of the safety and production team need to be background checked since they have access to the areas where kids and students meet.
- Background checks are completed on each adult server annually.
 - We do not run a background check on students volunteering.
 - A PLUS level check will be completed on any new volunteers.
 - We will run a statewide search over the county check because it includes a wider search area. This incurs an additional \$26 fee.
 - A BASIC level check will be completed annually on returning volunteers.
- We are not ordering maiden name or alias name searches at this time.
- **An admin support person from each campus must view each background check report.**
 - If there is an alert, send a note to the Campus Pastor and cc the Executive Pastor and Executive Administrator to let them know there is a report that needs to be reviewed.
 - The background check for the person with the alert must be reviewed by the Executive Team prior to serving.

How to Order a Background Check

Website: <https://www.protectmyministry.com> (Also known as mobilize my ministry.)

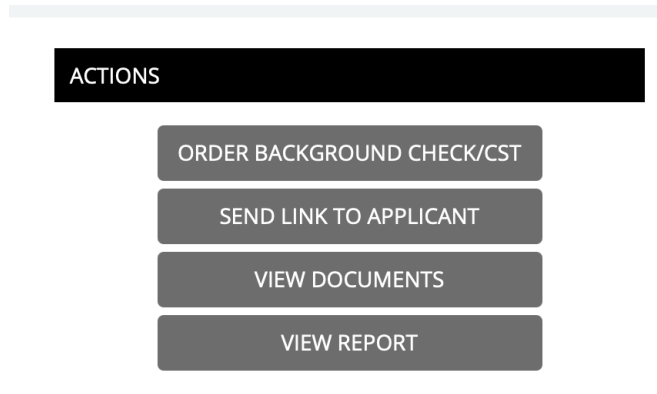
REACH OUT TO YOUR MINISTRY LEAD FOR LOGIN INFORMATION

1. You can see someone's background check status on their CCB profile. It is located under custom fields - PMM Report.
 - a. Complete - a background check has been completed at some point
 - i. (if it was more than a year ago, you will need to rescreen)
 - b. Awaiting - waiting on either the consent form to be filled out or for the background check to be complete
 - c. Proceed - needs a background check completed/no consent form on file

Custom Fields	
Alert No	🔒
Membership Start Date August 9, 2015	🔒
PMM Report Completed	🔒
Report Date September 13, 2023	🔒

2. Click on the blue proceed or awaiting link to send a consent. Log into the website.

3. Under actions, click send link to applicant.

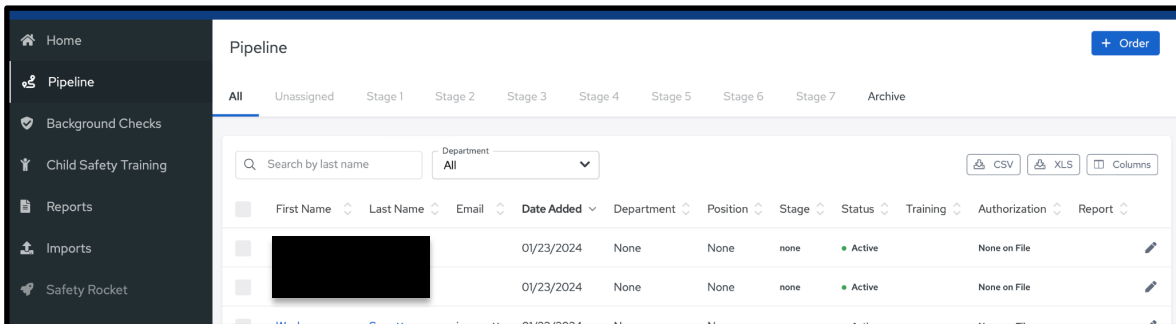


4. Confirm email address is listed, and click send link to applicant.

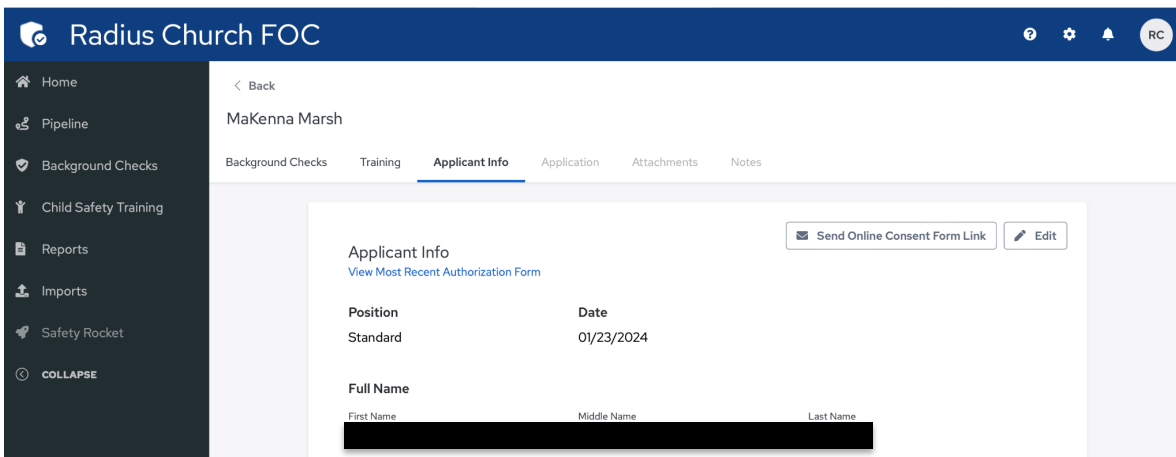
a. Once the leader has filled out the consent form, it will be available to order a background check.

5. Log into protectmyministry.com.

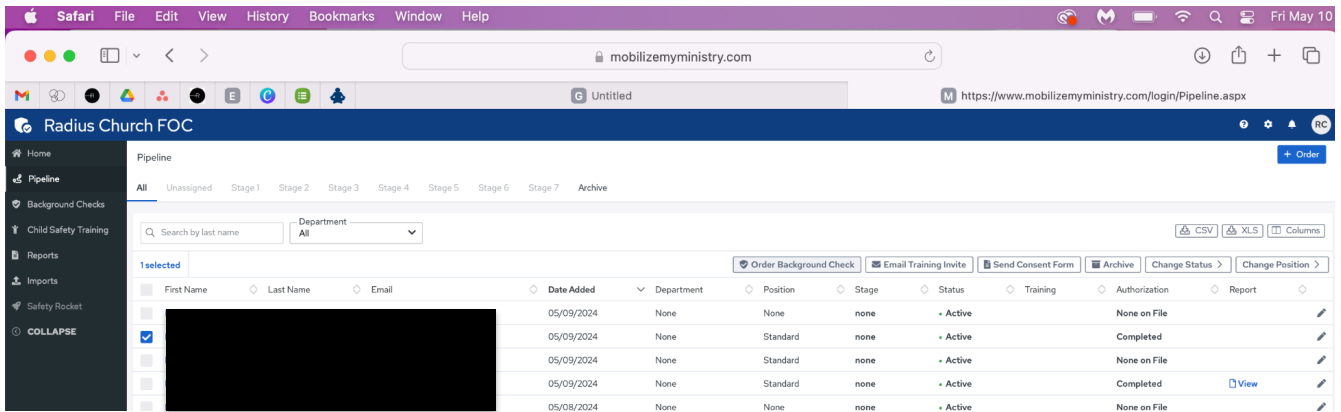
6. Inside of PIPELINE: Search by last name for your volunteer. Click on their name.



7. Under “Applicant Info”, click on “View Most Recent Authorization Form”. This is your proof that the volunteer signed their consent form. Now you are ready to order a background check.



8. Go back to the pipeline. Check the name of the person whose background check you need to run. Click “order background check” from the top bar menu above the names.



9. Fill out the background check order form
 - a. **NEW!** Select your campus from the billing reference.
 - b. Select the package you want to order.
 - i. Run PLUS for a first time volunteer. (You may search PMM to see if you have completed a background check for this person before.)
 - ii. If they already have a background on file but it is expired, select BASIC.
 - c. Check “I do not wish to add training”
 - d. Click the blue Next button

Background Check Order

Choose Searches

Background Check

Billing Reference for this order*

What searches do you want to order for this applicant?*
[View options by state](#)

Select a predefined package

Select searches from an a la carte list

Would you like to run searches on all aliases (maiden name)?
 Additional charges applies to all court searches.
 Search aliases

Training

Please select the type of training you'd like to add to this order:

Employee ⓘ

Spanish ⓘ

Volunteer

I do not wish to add training to this order

Order Summary

Candidates in this Order

Background Check
 BASIC
 • National Combo Search

[Next](#)

[Cancel](#)

10. For PLUS you will be asked to select statewide or county. Select “+ Add State Search”. It is an additional \$15 (\$26 total cost). Click next.

Background Check Order

Criminal Search - Statewide

State* Additional Mandatory Fees: \$26.00

+ Add State Search

Criminal Search - County

+ Add County Search

Find County

State City or Zip Search

ATTENTION: Please note that additional searches have a la carte service fees, up to \$10.50 for each jurisdiction, regardless of whether or not there are any additional mandatory fees.

Go Back Next

11. Click the checkbox saying you received consent for the background check.

Order Details

Background Check

PLUS

- Criminal Search (County or Statewide)
SC
- National Combo Search

Fair Credit Reporting Act - Client Certification

By requesting a background check report from Protect My Ministry you certify the following:

- You have provided the job applicant/volunteer with a clear and conspicuous disclosure advising them that a background check report may be obtained for employment/volunteer purposes and have received their authorization to obtain the report;
- You will comply with any adverse action requirements as described in the Fair Credit Reporting Act, if applicable (15 U.S.C. §§ 1681b(3) and 1681m(a)); and
- You will not use information contained in the background check report in violation of any applicable Federal or State equal employment opportunity law or regulation.

Click here to certify that you have secured authorization and will adhere to these legal requirements

If you ordered a Statewide, County, and/or MVR search, additional fees may apply.

Go Back Order

12. Click order.

13. Results normally come back in a day or two.

a. Make sure to log back into PMM to view the results. Click the blue view link. Once reviewed it will turn to purple.

b. If there is a red alert, follow the steps outlined in the policies on page 1.

id	date	status	type	count	result	action	view
...	03/28/2024	None	Standard	0	Completed	• Active	Viewed
in	03/28/2024	None	Standard	0	Completed	• Active	Viewed
ip	03/28/2024	None	Standard	0	Completed	• Active	⚠ Alert Viewed
well	03/28/2024	None	Standard	0	Completed	• Active	Viewed
rts	03/28/2024	None	Standard	0	Completed	• Active	Viewed
n	03/28/2024	None	Standard	0	Completed	• Active	View
net	03/27/2024	None	Standard	0	Completed	• Active	View
is	03/27/2024	None	Standard	0	Completed	• Active	View
ufty	03/27/2024	None	Standard	0	Completed	• Active	Viewed
index	03/26/2024	None	Standard	0	Completed	• Active	View
non	03/26/2024	None	Standard	0	Completed	• Active	Viewed