

# Background Check Flow Chart

1. Volunteer completes Dream Team Questionnaire. This is our “paperwork” that all volunteers must complete prior to serving. You can see it at [serve.mybayside.church](http://serve.mybayside.church).
2. Volunteer is automatically sent a background check e-mail through Planning Center
3. Volunteer completes the background check process
  - a. No Reportable items- Checkr (background check company) automatically updates Planning Center and the ministry leader is sent a workflow card to begin onboarding.
  - b. Reportable items- We receive an e-mail from Checkr. Sometimes no discussion is necessary (traffic violations). Otherwise, we discuss the person at a weekly meeting.

## Criteria During Discussion

- A person cannot serve if they have ANY reportable items within the past year. (excluding minor traffic violations.)
  - Guilty or innocent doesn't matter
- Violent crimes, or crimes of a sexual nature may mean they can't serve for indefinitely or an extended period of time (years)
- They must have no interaction with the justice system for one year.
  - One year after their probation ends
  - One year after they get out of jail
  - One year after a guilty verdict, if no incarceration is ordered.
- We look at court records. A person being found innocent doesn't mean they were wrongly accused. If they admitted to a violent crime, but charges were reduced or dropped, we proceed as if they were found guilty.

## Conversations

- If they aren't able to serve, we have a conversation with them to discuss options
  - Restoration Plan
  - Unable to serve ever. (Exceedingly rare)

## Special Considerations

- “God Pod”
  - Must have graduated from the program.
  - Must go through Growth Track prior to serving.
- Community Service
  - Opportunities when the building is closed.
- Outreach Events
  - Minors must serve with parents