



Background Check Policy for Topeka Bible Church

All persons working with children (younger than 18), paid employees over the age of 18 and volunteer security personnel will be subject to a criminal background check. This will be done on the following basis:

- At initiation of implementing the background check program
- At the start of the individual's service
- On a periodic basis thereafter
- As needed, if TBC leadership believes circumstances warrant a background check

Procedures to follow:

- 1) Criminal checks will be done through the "Kansas Bureau of Investigation" website and the "United States Department of Justice" website.
- 2) If the criminal check provides an indication of prior criminal activity then a more thorough background check will be performed using a professional service (such as Church Volunteer Central),
- 3) If a criminal history is revealed through the background check then it will be brought to the attention of the Executive Pastor.
- 4) The Executive Pastor will then have the responsibility of taking the appropriate action. At any time the Executive Pastor reserves the right to involve additional church leadership, as he deems necessary.
- 5) The findings of all of the background checks will be kept confidential until such time as the Executive Pastor deems it necessary to involve the church leadership.
- 6) All background checks will be done in confidentiality by the Sr. Executive Assistant and under the leadership of the Executive Pastor. The Sr. Executive Assistant will be responsible for keeping a confidential record of each background check in a locked cabinet. Only the Sr. Executive Assistant and the Executive Pastor will have access to those files.
- 7) If it is determined to be necessary by the Executive Pastor to dismiss an employee or volunteer because of the background check findings then the department head will be informed that an employee or volunteer must be dismissed from their position for reasons that are confidential and cannot be disclosed.

Adopted November 3, 2009, by the TBC Elder Board.