

Interview and Background Check Approval Guidelines:

*If no hits are found on a background check, the individual “passes” the interview, and the campus ministry staff have no concerns about the person, they may be approved for serving in CedarVille or Student Ministries at CedarCreek Church.

***If a background check reveals a misdemeanor (or any alert that is not a felony) or felony arrest (and not a felony conviction):**

Specifically in cases of domestic violence, child endangering, disorderly conduct, etc., just because there was no conviction, doesn't mean that nothing happened. That's a 'more info needed' scenario. (We will most likely say 'no' to arrests for domestic violence...that typically means that the victim opted, for whatever reason, not to proceed with the case - they were intimidated, things cooled down, pattern of chaotic dysfunction, etc.)

1. Executive Project Manager will report the alert to the campus CedarVille or Student Ministries staff and the Directional Leader of Children's Ministry or Directional Leader of Student Ministries (whichever applies), along with the Campus Pastor.

2. The Campus Pastor or any Lead Team member will be able to review the Background Check through FellowshipOne.

3. If this team is still willing to entertain accepting the volunteer, the campus CedarVille or Student Ministries staff and Campus Pastor should use the background check and extra information to have a verbal conversation soliciting more details about the misdemeanor or alert.

4. All details should be shared with the team of people from step 1 who will collectively make a decision about whether or not the volunteer may be accepted to serve in family ministries at CedarCreek Church.

5. If the person is denied the opportunity to serve in family ministries, the team will determine who the best person is to communicate this to them (taking into account gender, personal connections, the nature of the information, etc.). In this conversation they should provide next steps (Life Group suggestions, other ministry options, etc.). They will provide action steps for potential future serving in family ministries (if that is deemed as an option). At this point a Lead Team member should report the status of the background check to Executive Project Manager. The Lead Team member should also record a flag and involved details on the volunteers profile in FellowshipOne.

***If a background check reveals a felony conviction:**

1. In general, anyone with a felony conviction on their record may NOT serve in family ministries at CedarCreek Church (CedarVille or Student Ministries). If a felony shows up on a background check, the team comprised of the campus CedarVille or Student Ministries team and the Children's Ministry or Student Ministries DL will determine the best person to communicate this to them. In this conversation they should provide next steps (Life Group suggestions, other ministry options, etc.). At this point a Lead Team member should report the status of the background check to Executive Project Manager. The Lead Team member should also record a flag and involved details on the volunteers profile in FellowshipOne.

2. If the ministry leader is convinced of life change since the felony and would like to endorse them as a candidate for serving in family ministries at CedarCreek Church, they must provide a thorough explanation of the felony conviction along with rationale for believing the person is capable of serving without concerns to the Campus Pastor, the campus CedarVille Director or Students Ministries Director, the Directional Leader of Children's Ministry or Directional Leader of Student Ministries. If this team approves the person for serving in family ministries, they must submit the same information to the Elders. Elder approval is essential before the person may begin serving in family ministries.