Unity of Gainesville, Inc.
Policies & Procedures

Title: Background Check Process

Policy: To provide a process for conducting background checks on church staff, Licensed Unity Teachers (LUT's), potential board members, individuals applying for membership with Unity of Gainesville, and other individuals identified for a background check.

Responsible Party: Office Administrator and Board Designee

Background Information:

- Per Unity Worldwide Ministries (UWM):
  - The type of background check is completely up to the leadership of each church. Their website recommends several companies.
  - Individuals will provide a signed authorization prior to background checks being performed.
  - Adult (18 years and older) staff, volunteers and contracted individuals who have greater access to our organization's assets or will work with children or the elderly, require a more thorough and intensive background check process (e.g., state and national level screening):
    - Rescreen current employees/contracted staff, etc., and volunteers annually.
  - Volunteers, who are minors, should provide references as criminal records are confidential and may not show up on public databases (such as Clerk of Court websites).
  - UWM performs background checks on Spiritual Leaders.

Responsibilities:

1. ***Office Administrator***:
   - Conduct appropriate background checks on adult (18 years and older) staff, volunteers, and contracted individuals **before their start date.** This includes, but not limited to, housekeeping, Youth & Family Ministry Director, nursery employees, volunteers, board candidates (prior to being presented to the Board of Trustees), Licensed Unity Teachers, and others as identified by the Spiritual Leader or Board Designee.
     - Rescreen **annually** at the beginning of each calendar year.

2. ***Board Designee***:
   - Perform appropriate background checks for Office Administrator **prior to their start date and annually** one year from the hire date or at the beginning of each calendar year.

Background Check Process for LUTs; Employees; Contracted Staff; and Board Members

1. ***Office Administrator***:
   - Only the Office Administrator and Treasurer have the login to the background website, which changes every three months. Refer to separate Office Administrator procedure for step-by-step process.
   - Log into www.3-DINFO.com:

- Enter the individual's name and social security number.
- For Board Member Candidates:
  - ✓ Select "First Look-Volunteer" (Basic screening: $20, includes a national check with alias).
- For Licensed Unity Teachers, Staff or Contracted individuals, and Others as identified:
  - ✓ Select "First Look Plus" (Comprehensive screening: $30, includes a national check with alias and county criminal check).

2. ***Results Handling***:
   - Results are received via email and an invoice is automatically withdrawn from the church's checking account.
   - The Office Administrator will provide the report to the Spiritual Leader or Board Designee, who will then present the findings to the Board of Trustees.

Background Check Process for Individuals with a Criminal History

1. If information regarding an individual with a potential criminal history comes to the attention of the leadership team, the situation will be referred to the applicable procedure for appropriate action.

Background Check Process for New Church Members and Volunteers:

1. A board member or Office Administrator will search the local county's Clerk of the Court website with the names of potential new church members and volunteers.

Effective Date: April 15, 2025

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