

# OREGON PACIFIC DISTRICT BACKGROUND CHECK POLICY



## Pastoral Staff

1. Each candidate for a pastoral assignment on the district is required to complete a comprehensive screening application that includes both the individual's agreement for the district to conduct background checks before being approved for service as a senior/lead pastor or as a pastoral staff member, paid or unpaid and their agreement for this information to be shared on a need-to-know basis or with whomever the district is legally obligated to disclose such information.
  - a. The district would bear the cost of this background check for all candidates for senior/lead pastor roles.
  - b. The local church would bear this expense for all paid and unpaid associates it wishes to have on its ministerial staff
    - i. No district superintendent approval to have or to hire associate pastors and staff (see list in Manual 211.13) will be given until after the background check has been found clear. The background check must be completed prior to taking the candidate before the church board for final approval.
2. The district will contract with a professional vendor to conduct background checks including National Criminal Database Search, a criminal history search at the county level jurisdiction(s) for each county in which the applicant has lived for the previous seven years, and other searches as necessary.
3. The district will prepare all documents for acquiring the appropriate information to do background checks, will own the background information, and assume responsibility for maintaining it securely.
4. The background check policy, process, and tools for completing the background check and hiring an associate are available on the district website at [orpac.org](http://orpac.org).

**"No person who has committed sexual abuse against a child may hold any ministerial credential, serve in any position of responsibility for or ministry with children, or be elected or appointed to any leadership role in the local church. This means that such individuals may serve as parishioners only, with no other responsibilities within the church."**  
**BGS Ruling (October 2020)**

## Church Volunteers and Non-Pastoral Staff

"Please note that the sentence above means that NO PERSON who has engaged in sexual misconduct with a minor can SERVE in ANY capacity in the church, i.e., they can only attend. The practical implication of this "ruling" is that we will need to perform background checks for ALL volunteers -- not just those who serve with minors.

In addition, we strongly recommend that ALL of your volunteers go through the Ministry Safe training (<https://ministrysafe.com/>). We cannot stress enough the importance of you doing background checks for all of your volunteers.

If doing background checks on all of your volunteers and participating in the Ministry Safe training causes any financial hardship for you as a church, please contact Steve Hamilton, and we will attempt to help you in some way. The ORPAC District utilizes the National Screening Bureau (NATSB) for background checks at various depths and price ranges. They will offer any church in the ORPAC District the same pricing that we receive. Please see the district website to download the account registration form.