

Royal Redeemer Lutheran Church  
Background Checks Policy  
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Service Provider: Protect my Ministry <http://protectmyministry.com/>

Required for:

- Church Employees who regularly work with youth and children under age 18. *Employees are also required to participate in a 2-hour online Child Safety Course.*
- Volunteers who regularly work with youth or children under age 18. *Volunteers are also required to participate in a 40-minute online Child Safety Course.*
- A Driver's License Test is also available for any employee or volunteer who regularly transports youth or children under age 18.

Process:

- Ministry Leaders should inform all volunteers who regularly work with children under 18 years of age of the background check requirement.
- The following link leads to the background check form:  
<https://www.ministryopportunities.org/RoyalRedeemerLC>
- The following documents should be conveyed to anyone who has a background check:
  - Adverse Action Notice
  - Consumer Request for Copy of Report
  - Consumer Disputes FAQ
  - A Summary of Your Rights Under the Fair Credit Reporting Act
- Volunteers who fill out the form will be emailed a link to the Child Safety Training video (40 minutes) and quiz. The check will not be considered complete until the quiz has been completed.
- There will be follow up only if there is a problem with the report.
- This process will be completed for every new volunteer who regularly works with children under the age of 18 and every two years for returning volunteers.
- Once this process has been completed, Ministry Leaders will notify the Office Assitant to record the completion of the Background Check in Fellowship One.