

SACRAMENTO DISTRICT CHURCH OF THE NAZARENE BACKGROUND CHECK TRAINING POLICY AND PROCEDURES

Adopted by District Advisory Board on

The Sacramento District Church of the Nazarene recognizes the importance of protecting minors and adults by providing the safest possible environment for ministry. The *Sacramento Nazarene Safe Policy* guides our focus for congregations and for the District.

1. We have a written and implemented policy. [SACNAZ Events Child Safety POLICY](#)
2. We provide an avenue for training (currently *Church HR Network*).
3. We require district staff, district ministry leaders & district event directors, and event/ministry volunteers (both lay and clergy), to have a regularly updated criminal background check*; and, to complete training regularly (see details below).
4. We require all clergy on the Sacramento District to have regularly updated *Sexual Abuse Awareness Training* and background check*. The responsibility of the costs is with the local church. A separate background check fee may be required (see details below).
5. **Candidates for First and New District Licenses and Ordination have additional specific requirements (see Ministerial Credential Requirements below).**
6. The District will keep an appropriate record of the *Sexual Abuse Awareness Training* through *Church HR Network* and criminal background checks through LiveScan. **Separate background checks are required for district and local church.**

Additionally, and specifically the Board of Ministerial Credentials requires: *Sexual Abuse Awareness Training* through *Church HR Network* within 3 months prior to receiving first or new district license and Ordination or Recognition.

Appropriate background check within 3 months prior to receiving first or new district license and Ordination or Recognition.

Fees for training and/or background check are non-refundable.

MINISTERIAL CREDENTIAL REQUIREMENTS

FIRST DISTRICT LICENSE

- Those applying for their First District License are required to have a newly updated (not older than 60 days prior to the application deadline) **Sacramento District Background Check.**
- Those applying for their First District License must complete the *Church HR Network Sexual Abuse Awareness Training*. If the Sacramento District has a *Church HR Network* training certificate (completed through the District) that is valid within the last 360 days, then the applicant does not have to repeat the training process. This is an exception to the 2-year training timeline.

NEW DISTRICT LICENSE

- A New District License is for those who previously held a district license but allowed a lapse without renewal.
- Those applying for their New District License are required to have a newly updated (not older than 60 days prior to the application deadline) **Sacramento District Background Check.**
- Those applying for their New District License must complete the *Church HR Network Sexual Abuse Awareness Training*. If the Sacramento District has a *Church HR Network* training certificate (completed through the District) that is valid within the last last 360 days, then the applicant does not have to repeat the training process. This is an exception to the 2-year training timeline.

ORDINATION CANDIDATES

- Students who have graduated from the course of study and have fulfilled their ministerial requirements may apply for ordination.
- Those applying for Ordination are required to have a newly updated (not older than 60 days prior to the application deadline) **Sacramento District Background Check**.
- Those applying for Ordination must complete the *Church HR Network Sexual Abuse Awareness Training*. If the Sacramento District has a *Church HR Network* training certificate (completed through the District) that is valid within the last 360 days, then the applicant does not have to repeat the training process. This is an exception to the 2-year training timeline.

LEAD PASTORS, STAFF, LAY SUPPLY PASTOR, TRANSFERS

SENIOR/LEAD PASTORS (NEW)

- Assigned Lead Pastors on the Sacramento District are required to have a newly updated District Background Check at the beginning of their ministry assignment (not older than 60 days prior to the beginning of their ministry). The pastor must also comply with the 2-year renewal process.
- Assigned Lead Pastors on the Sacramento District must complete the *Church HR Network Sexual Abuse Awareness Training*. If the Sacramento District has a *Church HR Network* training certificate (completed through the District) that is valid within the last 2 years (730 days), then the applicant does not have to repeat the training process. The pastor must also comply with the 2-year renewal process.

STAFF, ACTIVE ASSIGNED AND RETIRED CLERGY

- A person serving on staff (including lay staff and actively assigned clergy) in a local church is expected to have a local church vetted criminal background check and to have completed sexual abuse prevention training on a 2-year renewal cycle. This requirement is monitored by the local church board.
- Retired clergy are exempt from the 2-year requirement for criminal background check and sexual abuse awareness training unless they choose to volunteer in a local church or district ministry in which such would be required.

LAY SUPPLY PASTORS (MANUAL PARAGRAPHS 231.5 AND 503.6)

- A person serving as Lay Supply Pastor is required to have a newly updated (not older than 60 days prior to the application deadline) **Sacramento District Background Check**.
- A person serving as Lay Supply Pastor must complete the *Church HR Network Sexual Abuse Awareness Training*. If the Sacramento District has a *Church HR Network* training certificate (completed through the District) that is valid within the last 360 days, then the applicant does not have to repeat the training process.

TRANSFER IN FROM OTHER DISTRICTS

- A minister who transfers to the Sacramento District is required to complete the **Sacramento District Background Check**.
- A minister who transfers to the Sacramento District must complete the *Church HR Network Sexual Abuse Awareness Training*.

DISTRICT BACKGROUND CHECKS APPROVAL POLICY AND PROCEDURES

SACRAMENTO DISTRICT BACKGROUND CHECKS WITH NO CRIMINAL MISCONDUCT

The following can approve all Sacramento District Background Checks that have no criminal misconduct (Ministry safe indicates, “no reportable records found.”)

1. The District Superintendent and/or Executive Assistant: Approves background checks of event volunteers, district staff, and leaders.
2. District Secretary: Approves District Superintendent; Executive Assistant; Credential Candidates, New Pastors, Transfers In, Clergy, and All the Above.

BACKGROUND CHECKS WITH CRIMINAL MISCONDUCT

All Sacramento District Background Checks with criminal misconduct should be reported immediately to the District Superintendent. All Sacramento District Background Checks with criminal misconduct can only be cleared and approved by the District Superintendent, along with the District Secretary and Department Chair or District Event Director. This group may contact the Senior/Lead Pastor of the Applicant for his/her input prior to making a final decision. The District Secretary will contact the applicant if needed.

RELATIONSHIP BETWEEN LOCAL CHURCH AND DISTRICT

The Sacramento District does not accept Sexual Abuse Awareness Training Certificates other than that provided by *Church HR Network*.

Currently the district is unable to share background check information with local churches nor can the district accept background checks completed by other entities.

The expectations and requirements of the local Church are spelled out in our [SACNAZ Events Child Safety POLICY](#) & [SACNAZ Events Child Safety GUIDELINES](#).

***Sacramento District Background Check:**

- 1.) Fingerprint background check done through LiveScan; including DOJ, FBI, subsequent arrests, and sex offender registry.**