PRESBYTERY OF SCIOTO VALLEY
Commission for Church Professionals

Background Check Policy

WHAT: The Presbytery requires a complete background check from Oxford Document Management Company on ministers of Word and Sacrament moving into the Presbytery of Scioto Valley to be considered for pastoral positions in the presbytery, or who are interested in becoming an at-large minister member or serve in a specialized ministry in the Presbytery of Scioto Valley.

WHO: This includes all minister members seeking calls, other pastoral positions, Commissioned Pastors, and Certified Christian Educators who wish to be enrolled in the Presbytery of Scioto Valley, or labor within the bounds.

HOW:
1. Go to www.oxforddoc.com
2. Go to applicant sign-in.
3. Enter Client Number-1346
4. Enter Position Code 1
5. Complete authorization form.

COST: The church will share the cost with the presbytery. If a PNC is not involved, the calling body or individual requesting membership is responsible for sharing the cost of the background check.

RESULTS: After researching criminal, credit, motor vehicle, etc. records, the results will be sent to the Executive Presbyter and shared with the Commission for Church Professionals (CCP) chairperson. If there are no "red flags" then the person may be deemed ready to proceed. If any issue needs further research or clarification, the Executive Presbyter and the CCP moderator or its representative will direct this process

DISPUTES: A person who claims that the information in the report is inaccurate, false, or incomplete shall have the right to dispute it in writing to the Executive Presbyter and the CCP chairperson.

PRIVACY: The Executive Presbyter, CCP Chairperson and his or her designee shall ensure the confidentiality and appropriate retention and shredding of criminal background checks.

WAIVER: Only the Commission for Church Professionals can waive the requirement.