

Dear Friend in Christ,

Thank you for considering serving in the Jr. High Ministry at St. John's Lutheran Church. We appreciate your willingness to give your time and talents on behalf of our children, serving as their Christian role model and guide. What a blessing you are!

Here at St. John's, we are committed to creating an environment in which our Jr. High Ministry program can carry out our mission while safeguarding minors, and the people who interact with them, from abuse or accusation.

With this in mind, we are proud to be implementing a screening process for anyone desiring to work with children or youth at St. John's Lutheran Church. The screening process will require one or more of the following steps dependent upon the serving position.

1. Application
2. Reference check
3. Personal interview
4. Background check

Since this application will be asking some personal questions, you are more than welcome to hand deliver the forms to the church office. An envelope has also been enclosed for you to return the forms by mail. The information contained in this application will be treated with the utmost of confidentiality and respect.

Please return the enclosed forms ASAP. As you can imagine, we have many applications and background checks to process.

If you have any questions, please read the FAQ on the back of this letter and feel free to contact Rob Gieraltowski, Dir. For Jr. High Ministries (ext. 223 or [rob@stjohnsjrhigh.org](mailto:rob@stjohnsjrhigh.org)). We thank you for your service in the name of Jesus and we look forward to working with you.

Serving with you in Christ's name,

Jr. High Ministry Team      Safety Advisory Team

Enclosed:      Volunteer application  
                    Permission to obtain background check  
                    St. John's Lutheran Church return envelope

## **Background Check** **Frequently Asked Questions**

- 1. What kind of security measures are taken to protect our information and what happens to the Social Security number after the background check has been completed?**

*The church is required to keep all of the Permission Forms and the results of the background check. However, all social security numbers are completely blacked out with permanent marker immediately after we receive the background check results. All files are kept in locked file drawers.*

- 2. What if the person prefers not to give out their social security number for fear of identity theft?**

*Background checks are a requirement for volunteering to work wherever minors will be present. There are many other ways to serve the church that do not require a background check.*

- 3. If a driving record report comes back having shown speeding tickets, accidents involving damage to a vehicle, suspended license, etc., what should the outcome of that person's availability to drive for the program be?**

*All decisions regarding questionable results from background checks will be determined by the senior pastor in a manner that is appropriate to the situation. Various types of background checks may be performed separately to provide appropriate additional information at the discretion of the Program Staff requesting the background check and/or the senior pastor.*