

BACKGROUND INVESTIGATION

FOR ST. JOHN'S LUTHERAN SCHOOL VOLUNTEERS

The mission of St. John's Evangelical Lutheran Church (SJLC) is *"Leading people into a growing relationship with Jesus Christ, His followers, and His world."* We strive to carry out this mission by the power of the Holy Spirit and under the grace of God in Jesus Christ. This motivates us to provide a safe and nurturing Christian environment, both for those receiving ministry and for those providing ministry.

To this end, SJLC requires volunteers, who work with children or vulnerable adults in any of its ministries, to submit to an annual background check. This requirement reflects our concern to make ministry to children, youth and vulnerable adults as safe as possible for all of God's people who come under the care of this congregation.

To do this, we are contracted with Background Investigation Bureau (BIB) to use SecureVolunteer, a paperless and completely web-based system.

SecureVolunteer is an online system created to help organizations manage volunteer screening and is powered by BIB, a nationally recognized screening firm founded in 1995. SecureVolunteer is easy to use. Just enter <https://bib.com/SecureVolunteer/ST-JOHNS-EVANGELICAL-LUTHERAN-CHURCH/>. You will see an icon that says, *"I Want to Volunteer,"* on the school website. Click on that button and just follow the steps to submit your volunteer background check. It takes only minutes to complete and is a secure portal. You will receive notifications via email about status and approval. Approved volunteers also receive a SecureVolunteer ID card, which you should bring with you to all volunteer events.

Application Guidelines for school Parents and Guardians

- 1. Select "School Parent"**
- 2. Read disclosure**
- 3. Select "I Agree" and electronically sign disclosure to authorize search**
- 4. Select "CA Applicant" at bottom of page**
- 5. Complete personal information on next page**
- 6. Select "St. John's Lutheran School" on the pull-down menu under "Volunteer Details"**
- 7. Explain reason for volunteering (eg. "To chaperone _____'s class field trips" AND indicate your child(rens)'s classroom.)**

SecureVolunteer provides a professional-grade background check, which includes an Address History Trace, county-level searches in every county of current and past residences, a national criminal record locator search as a supplement to expand the scope of the search with any records found verified at the court of record, and a real-time search of all available sex offender registries. Applicants enter their own data, so private nonessential information will not be disclosed to system administrators. BIB is PCI Certified, with safeguards to protect personal data.

Thank you for participating in, and supporting, this process to create a safer environment for our school.