SEVENTH-DAY
ADVENTIST CHURCH

Chesapeake Conference
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TO: Pastors, Principals, Treasurers, and Business Managers

FROM: Jerry Lutz, Executive Secretary

RE: Verified Volunteers-Mandatory Screening Program

February 9, 2017

The Chesapeake Conference has recently adopted Verified Volunteers as the mandatory background screening program for all Conference employees and local church volunteers. The North American Division (NAD) is no longer in partnership with Shield the Vulnerable. In coordination with the NAD and Adventist Risk Management (ARM), Verified Volunteers has set up an online training and background screening program for Seventh-day Adventists. Sterling Talent Solutions, a worldwide leader in the corporate security industry, is the company that has been contracted by the NAD to conduct the background screening services. Chesapeake Conference is now a registered user for the program and our web based portal has been designed to meet our needs.

The first step in implementing the program in Chesapeake Conference entities is to have each location provide us with the name of a designated person at your facility to be a Level 2 Administrator (if this has not already been done). This person will oversee your facility by monitoring who in your organization needs to take the online training course(es) and have his or her background screening done, in addition to receiving notification of the results of the background screenings (see the enclosed Level 2 or 3 Administator Designation form for more explanation). Please return this form to us as soon as possible so the Administrator function can be set-up in the program.

All churches are required to participate by having all volunteers, who work with children up to the age of 18, complete the online training and background screening. This would include volunteers in the various children and youth Sabbath School departments, Pathfinders, children's choirs, etc. The background screening is good for three years, and if the individual moves to another Conference or another church, their record can be transferred and accessible by their new location. The mandatory online training is $1.00 per person, and the background screening is $13.00 per person. Driving records may be required within certain Employee or Volunteer positions for $1.00. The charges will be billed to the church or local entity that the individual is affiliated with.

Once you have designated the Level 2 Administrator for your entity, the program is ready to be accessed by your volunteers. I would suggest a brief meeting where you can explain the process as outlined on the enclosed Adult Sign Up sheet. The online program is user friendly and provides drop down tabs/lists to help identify the Conference, church, etc. The course takes about 1 ½ hours to complete, but the training session(s) can be left at any point and resumed later for completion. Once the training is completed, the individual will be prompted to submit information to authorize and initiate the background screening. The confidential results of the background screening will be sent to the authorized, Level 1, Conference

Human Resources Administrators, and then securely transmitted to the Level 2 and 3, local entity Administrator(s). The Protect Children training and the background screening are mandatory; however, we recommend the other optional free training courses that are available through this program.

Feel free to call the Conference Level 1 Administrators for the program, Jerry Lutz or Lynzee Brival, should you have questions.

We would like to see all locations complete their volunteer training and background screenings before they perform any volunteer responsibilities. Of course, if you hire new employees, they will be required to complete the training and background screening before they begin employment. This program will be on-going and available to new employees and volunteers as they apply.