

Church of God In Christ Elder Screening

PURPOSE

As a Church, we value the safety of children and adults in our care, the people whom we serve and our employees and volunteers. We want to take prudent measures to attempt to safeguard our congregants from potential harm. Therefore, the screening instrument is a systematic examination or assessment used to detect unwanted and unethical behavior. The screening instrument may indicate that a particular person or event may need further assessment or probing before the ordination process.

Also, this screening form will be an essential component of the Elders' electoral process in the Church of God in Christ (C.O.G.I.C.) The Elders' Screening provides a brief questionnaire pertaining to mental health, moral and unethical behaviors. Although the screening is a brief process, it is designed to identify Elders who may be at risk of having impaired mental health functioning, moral and unethical behaviors that may warrant immediate attention, intervention or referral for diagnostic assessment. The assessment is designed to look at possible intervention levels, supervision and ways to mediate unethical behaviors in ordained Elders.

The screening instrument should be administered prior to ordination in conjunction with an overall comprehensive assessment that includes a state and federal background check and credible letters of recommendation.

Church of God In Christ

Elder Screening Questionnaire

- 1) What are your strengths as a person?
- 2) How were you called to the ministry?

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Elder Screening Questionnaire

- 1) What are your strengths as a person?
- 2) How were you called to the ministry?
- 3) What city and state are you currently residing in?
 - a. Please give a 10 year residential history. For each residence listed, please state your reasons for moving
- 4) What church do you currently belong to?
 - a. Have you been a member of any other Church, regardless of denomination, within the last 10 years? (List each church membership)
- 5) Have you filed for bankruptcy in the past 10 years?
- 6) Have you been arrested within the last 10 years?
 - a. If so, what are the charges?
 - b. Have you completed your requirements by law?
- 7) Have you ever been accused of or convicted of domestic violence? Yes No
 - a. If yes, please explain.
- 8) Have you ever been convicted of or accused of child abuse? Yes No
 - a. If yes, please explain.
- 9) Do you have any charges of physical assault? Yes No
 - a. If yes, please explain.

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- 10) Have you been court ordered to pay child support payments? Yes No
- a. Are you in compliance with the court order? Yes No
- b. Are you current on child support payments? Yes No
- c. Do you owe arrears (back pay) for child support? Yes No
- 11) Do you have any felonies or gross misdemeanors on record? Yes No
- 12) Have you ever been arrested for fraud or convicted of theft? Yes No
- 13) Have you ever been accused, in a written and signed statement, of sexual misconduct with a child or a youth? Yes No
- 14) Have you ever been accused, in a written and signed statement, of sexual misconduct with an adult? Yes No
- 15) Have you ever been dismissed from any position, volunteer or salaried, because of accusations of sexual misconduct on your part? Yes No
- 16) Have you ever resigned from any position, volunteer or salaried, because of an accusation of sexual misconduct on your part, or to avoid being dismissed because of an accusation of sexual misconduct on your part? Yes No
- 17) If your response to any of the foregoing questions (11 through 14) is "yes", please provide on a separate sheet of paper all details regarding each accusation of sexual misconduct. In addition, include a description of the alleged conduct, the name of the person who made the accusation, the date of the alleged misconduct, and the name of your employer at the time of the alleged misconduct.

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- 18) Have accusations of sexual misconduct on your part ever resulted in civil or criminal court proceedings at any level (e.g., indictment, arrest, trial, etc.)?
 Yes No

If yes, please provide the complete details of those proceedings (including dates, circumstances, the jurisdiction where the proceedings occurred, the nature of the accusations, and the result of the proceedings) on a separate sheet of paper.

- 19) Have accusations of sexual misconduct against you resulted in civil or criminal court proceedings on more than one occasion? Yes No

- 20) Other than the above, is there any fact or circumstance involving you or your background that would call into question your entrustment with the supervision, guidance and care of young people? Yes No

If yes, please provide the complete details of those facts (including dates, circumstances, and the results) on a separate sheet of paper.

- 21) Have you ever been divorced? Yes No
a. If yes, how many times?
b. If yes, have you ever sought counseling?

- 22) Do you have any children that were conceived while married to another individual?
 Yes No
a. If yes, how many times has this taken place?

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Elder Screening Questionnaire

23) Do you have a mental health diagnosis? Yes No

If yes, please state your diagnosis:

- a. Have you ever been recommended to take a leave of absence because mental health was affecting your work? Yes No
- b. If yes, please explain:
- c. Are you currently taking any psychotropic medications? Yes No
- d. If yes, list the name of each drug and purpose:
- e. Have you been admitted to a psychiatric or drug rehabilitation facility in the past 5 years? Yes No

24) If you answered yes to any of the questions above how have you made atonement with God?

- a. How have you made atonement to the victim(s) or others?
- b. How have you made atonement with yourself and specify the actions that you have taken to hold yourself accountable?

I, _____, attest that the aforementioned responses are truthful and accurate.

Signature: _____

Date: _____

If you have any questions or concerns please feel free to call Elder Norris D. DuPree, Jr. at (775) 232-6610 or via email at norrisdupree@yahoo.com.

**CHURCH OF GOD IN CHRIST, INC
CONFIDENTIALITY AGREEMENT**

I, _____, acknowledge that I have been informed and that I understand the importance of confidentiality of any information regarding the CHURCH OF GOD IN CHRIST, INC., its members, employees, and/or agents. Confidential information includes written, oral, visual, or tangible form, any information pertaining to the Church. I understand that all information related and/or associated with CHURCH OF GOD IN CHRIST is privileged information. I understand that any and all information pertaining and/or relating to members, employees, and/or agent(s) of the Church of God in Christ, Inc. is confidential. No information regarding CHURCH OF GOD IN CHRIST shall be released to any person or agency.

I understand that violation of this confidentiality agreement constitutes a violation of church policy. I further understand that any violation of this agreement may subject me to disciplinary action, including dismissal.

This Agreement shall be governed by and construed in accordance with the laws of the State of the Disclosing Party, without references to conflicts of law principles. The parties hereby submit and consent to the jurisdiction of the federal and state courts of the state referenced in the preceding clause for purposes of any legal action arising out of this Agreement.

EMPLOYEE NAME (PRINTED) _____

EMPLOYEE SOCIAL SECURITY # _____

EMPLOYEE SIGNATURE _____ DATE _____

COUNTY/STATE OFFICE _____

WITNESSED BY _____ DATE _____

NOTE: Upon completion, this form will be filed in employee's record.

AUTHORIZATION AND RELEASE OF INFORMATION

In connection with my application for employment and/or volunteer status, I authorize any of the Church of God in Christ, Inc. and its respective agents to solicit information about my background, including but not limited to (1) consumer credit history, (2) criminal, (3) driving record, (4) education, (5) employment, (6) general public records history, and (7) military service record.

I AUTHORIZE, WITHOUT RESERVATION, ANY GOVERNMENT AGENCY CONTACTED BY THE CHURCH OF GDD IN CHRIST (COGIC), INC. OR ITS RESPECTIVE AGENTS, TO FURNISH THE ABOVE REFERENCED INFORMATION.

I release the Church of God in Christ, Inc., its respective employees, agents and government agencies providing information or reports about me from any and all liability arising out of the release of any such information or reports.

NAME (Print): _____
(First) (Middle) (Last)

ALL OTHER NAMES USED (including maiden and nicknames): _____

STREET ADDRESS (Current): _____

COUNTY: _____ CITY: _____ STATE: _____ ZIP CODE: _____

NUMBER OF YEARS AT THIS ADDRESS: _____ TELEPHONE #: _____

PRIOR ADDRESS, IF LESS THAN 1 YEAR: _____

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

DRIVER'S LIC. #: _____ STATE OF ISSUE: _____ EXPIRATION DATE: _____

LAST CHURCH AFFILIATION (Membership): _____

ADDRESS: _____ PHONE#: _____

NAME OF PASTOR, PRIEST, RABBI: _____

ADDRESS: _____ PHONE #: _____

(Name most recent employers if any are less than three (3) years.)

(1) NAME OF MOST RECENT EMPLOYER(S): _____

STREET ADDRESS: _____

COUNTY: _____ CITY: _____ STATE: _____ ZIP CODE: _____

OF YEARS AT THIS EMPLOYMENT: _____

(2) NAME OF MOST RECENT EMPLOYER(S): _____

STREET ADDRESS: _____

COUNTY: _____ CITY: _____ STATE: _____ ZIP CODE: _____

OF YEARS AT THIS EMPLOYMENT: _____

(3) NAME OF MOST RECENT EMPLOYER(S): _____

STREET ADDRESS: _____

COUNTY: _____ CITY: _____ STATE: _____ ZIP CODE: _____

OF YEARS AT THIS EMPLOYMENT: _____

If negative information should be presented in my name, I reserve the right to contact the COGIC, Office of General Counsel for Clarification.

APPLICANT'S SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

RETURN TO: Church of God in Christ, Inc., Office of General Counsel, 938 Mason St., Memphis, TN 38103

BACKGROUND CHECKS

Background checks are completed to identify, locate, and interview a sufficient number of people who know the applicant well. When the objective is a balanced and unbiased investigation, it would be a questionable investigative practice to only interview persons whom the individual being investigated has identified. Background checks are done in a discrete and private manner. Information obtained in background investigations is kept confidential. Obtaining information that is as complete and accurate as possible will assure that the investigation is completed in an efficient and timely manner. Many types of background investigations involve a personal interview. Relatives are an important resource to the interviewer and/or investigation. Relatives can potentially influence your interviewee's actions. The interviewer should talk to as many knowledgeable people as possible to get a balanced, accurate, and comprehensive picture of the person being investigated. Later, the interviewer may have an opportunity to refute any misleading or false information that was reported. Any negative information is evaluated regarding its recency, seriousness, relevance to the position and duties, and in light of, and in relationship to, all other information about the person being interviewed. Some persons have more complex backgrounds than other persons do and, consequently, more time is required to conduct a complete investigation.

The Church hires people to work in areas of the church where they are involved with vulnerable people, including children and the elderly. In order to do a preliminary clearance, the hiring person should check to see if the person being considered for employment is a sex offender. This can be done by going to the Alabama Department of Public Safety website (www.dps.state.al.us). Once on the website, click on the Community Information Center link on the right side of the page. Once the link opens, type in the name of the person you are inquiring about. If this person is a sex offender living in Alabama, they will be on this website.