



Grace Community Church
4501 Hedgcoxe, Plano, TX 75024 (972) 335-3112

Background Inquiry Release Form

In relation to my serving at Grace Community Church, Plano, Texas, I understand and authorize the access of any and all information and records relating to my criminal history or criminal offenses committed or alleged to have been committed by me, or for which I have been arrested. I authorize access to any information relating to the disposition of any such arrests, alleged criminal acts and criminal offenses committed from the Texas Department of Public Safety and all other public and private agencies maintaining, compiling or indexing records of such information.

I specifically release Grace Community Church, its agents, employees and representatives, the Texas Department of Public Safety, any and all public and private agencies maintaining criminal history records, and all churches, organizations, charities, employees, references, or any persons, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of any attempt to obtain a record of my criminal history or any of the information to which I have authorized access by Grace Community Church herein above or on account of the use by Grace Community Church of such information in determining my fitness to serve or be employed by Grace Community Church.

Furthermore, I authorize, direct and empower the Texas Department of Public Safety, and any other public or private agency designated by Grace Community Church, to release directly to any duly authorized agent designated by Grace Community Church for purposes of obtaining such information, all records pertaining to my criminal history and background.

I understand that this information may be accessed prior to and during any service at Grace Community Church and up to ninety (90) days after separation from Grace Community Church.

If you have been convicted or entered a guilty or nolo contendere (no contest) plea to any misdemeanor or felony offense (other than traffic offenses) in any jurisdiction, give the details in the space provided below, including where the offense occurred, the date of the offense, and the disposition of each case. If you have never been convicted or entered such a plea to any such offense, write "NONE" in the space provided below.

Social Security # _____ Date of Birth _____

Driver's License # _____

Print Name _____

Signature _____ Date _____

Witness _____ Date _____

Ministry Leader _____

GCC Criminal Background Investigation Policy

This section outlines GCC policy on conducting Criminal Background Investigations for GCC Staff and volunteers.

Background

As GCC continues to grow, there are more and more people who are involved with children and youth of grace. It is important to implement a Criminal Background Investigation Policy for the following reasons:

- Reduce the risk of any type of child abuse
- Provide a safe environment for the children of Grace
- Reduce the possibility of false accusations against our pastors, staff, and volunteers
- Reduce the legal risk and liability for GCC

General Guidelines

To set the standard for GCC, all pastors, staff, and board members (Governance & Trustees) of GCC will submit themselves to a criminal background check.

It is the intent of GCC to have every person who is working with our Student Ministry or Grace Kids Ministry, or who may be providing some type of individual or group counseling to have been screened through a criminal background check.

Policy

All applicants will be given an application to complete. The Ministry leader or Director responsible for the area where they will be working will also interview them. Fingerprints and a criminal background check will be taken for ALL Ministry leaders and those people are part of our childcare.

The result of the background check will typically be CLEAR or NOT CLEAR, as opposed to reporting such results in terms of disqualifying offenses. The background check results are confidential, and should only be shared with those who have a direct need to know. The decision as to whether an applicant is accepted or not accepted shall be based on information from the application, interview, references, and the criminal background check.

If a questionable response is returned from one or more references, or from the interview process, the Ministry leader or Director may stop the process and reject the applicant immediately.

If someone fails the background check and the Ministry Leader or Director feels that there are special circumstances that should be considered they could request an exception review by the Board to determine if the applicant is permitted to serve.

The Board will be the final approval for any exceptions to this policy.