



How to Create the Right Background Screening Package

What Church and Nonprofit Leaders Need to Know

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Why the Right Package Matters

Church and Nonprofit leaders carry the responsibility of ensuring the safety and security of their community, volunteers, and staff. Having the right background screening package tailored to specific roles within your team is critical to building trust, protecting vulnerable individuals, and fostering a safe environment. Each role in your organization carries unique responsibilities, and the screening process should reflect those differences.

This guide will help you identify the appropriate searches for various roles to create a custom background screening package that fits your organization's needs. Then compare your needs to the suggested **Model Packages** in the table at the end to get a good idea of what the ideal package would look like for the various roles within your ministry.

Types of Searches to Consider for Different Roles

1. One-Time Event Volunteers

- These individuals may have limited interaction with others during short-term events.
- **Suggested Searches:** Social Trace, Sex Offender Search, Nationwide Comprehensive Criminal Database Search.
 - **Model Package: BASIC**

2. Regular Volunteers

- Regular volunteers interact with the community on an ongoing basis and should undergo more thorough checks.
- **Suggested Searches:** Social Trace, Nationwide Comprehensive Criminal Database Search w/AKAs.
 - **Model Package: STANDARD**

3. Volunteers Working with Children and Youth

- These roles involve direct supervision of vulnerable populations, requiring the highest level of scrutiny.
- **Suggested Searches:** Social Trace, Sex Offender Search, Nationwide Comprehensive Criminal Database Search, Statewide and County Criminal Searches, Federal Criminal Searches.
 - **Model Package: PLUS**

4. Counselors

- Counselors often work closely with individuals in sensitive situations, requiring thorough screening.
- **Suggested Searches:** Social Trace, Sex Offender Search, Statewide and County Criminal Searches, Federal Criminal Searches, Employment Verifications, Education Verifications.
 - **Model Package: PREMIUM**

5. Volunteers Handling Finances

- Financial roles require checks to ensure the individual's trustworthiness and financial history.
- **Suggested Searches:** Social Trace, Nationwide Comprehensive Criminal Database Search, Statewide and County Criminal Searches, Credit Checks.
 - **Model Package: PLUS + Credit**

6. Staff (Various Levels)

- Staff roles vary, and so should their screening. Higher levels of responsibility require more detailed checks.
- **Suggested Searches (Basic Staff):** Social Trace, Nationwide Comprehensive Criminal Database Search, Statewide and County Criminal Searches.
 - **Model Package: PLUS**
- **Suggested Searches (Senior Staff/Leadership):** Social Trace, Nationwide Comprehensive Criminal Database Search, Statewide and County Criminal Searches, Federal Criminal Searches, Education Verifications, Employment Verifications, Credit Checks.
 - **Model Package: PRO + Credit**

Model Screening Packages Based on Responsibility Level

Search Type	Basic	Standard	Plus	Premium	Pro
Social Trace	✓	✓	✓	✓	✓
Sex Offender Search	✓	✓	✓	✓	✓
Security Watch List Search	✓	✓	✓	✓	✓
Nationwide Comprehensive Criminal Database Search	✓				
Nationwide Comprehensive Criminal Database Search with AKAs		✓	✓	✓	✓
Statewide and County Criminal Searches			✓	✓	✓
Federal Criminal Searches			✓	✓	✓
Education Verifications				✓	✓
Employment Verifications				✓	✓
Credit Checks					✓