



HOW TO COMPLETE AN EXTENDED BACKGROUND CHECK WITH SAFEGATHERINGS – *Lay Supply*

Background Check Policy for VAUMC

The VAUMC requires an Extended Background Check for persons serving as Lay Supply. As of January 2023, the VAUMC is working with the on-line service Safe Gatherings to complete this requirement.

The Extended Background Check includes:

Criminal history, sexual offenses, and a credit check. The cost is \$72 to be paid with Credit Card ONLY.

Processing a VAUMC Background Check for Lay Supply

To begin, either print these instructions or open them in another tab so you can follow prompts when you click the link below:

<http://safegatherings.com/app/registration-invitation/6d2731b463eeb9df51ec43eb20f58dbf02ee6798641c1f523abd176fff750dac>

- Complete the personal data requested.
- Create a Username and Password. Confirm your Password.
- Click Next
- Enter Name, and Aliases
- Choose **LAY SUPPLY** from the drop down menu for “Application Type.”
- Enter your driver’s license information.
- Click Next.
- Enter address and phone information and click Next.
- Complete DOB, Gender and SSN information
- For “Primary Area of Service enter, “Lay Supply.”
- For “Number of Years,” Enter NA
- For “List all Previous Church Work,” Enter NA
- Answer the “Lived Outside of state in the past 7 years” question...
 - If yes, complete and click Next
 - If no, click Next.
- Provide a clergy and non-clergy reference in the spaces provided.
- Read and click the 3 boxes as appropriate at the bottom of the page.
- Click Next.
- Check authorization boxes.
- Click Finish and Register

- Enter payment information and Click Pay.
- Choose your receipt option and print or email as needed.
- A list will appear. Locate the “Background Check Pending” line.
- If it says Pending, you have completed the request and can close the window.

Filing of Expanded Background Checks

Once your background check will be completed within 24-48 hours if there are no issues. Clergy Excellence will upload a copy into your Clergy File and into your file on Basecamp.

Required Clergy Ethics Training

While Lay Supply are not clergy they serve in a pastoral capacity. Anyone serving a pulpit in the VAUMC is required to have clergy ethics training. After you complete the background check information, please follow the prompts to complete the training.