



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

Background Check Policy for VAUMC

The VAUMC requires an Extended Background Check for Certified Lay Ministers. 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 Certified Lay Minister

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 **CERTIFIED LAY MINISTER** 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, “Certified Lay Minister.”
- 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.

!!!DO NOT COMPLETE ANY TRAINING MODELS UNLESS OTHERWISE INSTRUCTED!!!

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.