

Background Screening Cost & Responsibility

The Diocese of Chicago upholds the following background check standards:

A comprehensive background check with review of ten years of references is required of all clergy (priests and deacons) seeking to be licensed, transfer canonical residence, or to work within the Diocese of Chicago. In this case the cost of the background check is the responsibility of the clergy or church or agency seeking to hire the clergy person.

Based on the canons, a background check with ten year referencing is also required of all nominees for postulancy in the Diocese of Chicago. In most cases the candidate pays 1/3 of the cost, the sponsoring congregation pays 1/3, and the diocese pays the final 1/3. This distribution is standard unless another arrangement has been made between the nominee and the sponsoring congregation to absorb some of the cost to the nominee. The diocese generally pays one third unless extreme financial circumstances exist.

Whenever a canonically resident or licensed clergy person changes employment within the Diocese of Chicago her/his background check must be updated to include the immediate ten years. The cost of the background check is the responsibility of the church or agency receiving the clergy person as their new employee.

Paid lay staff, volunteers handling monies, and volunteers working with children, youth, or vulnerable adults at a church or agency within the Diocese of Chicago must agree to a background check. The cost of the background check is the responsibility of the church or agency seeking to employ the candidate or use the volunteer's services.

Records produced as a result of the background check are kept entirely confidential.

The Diocese of Chicago does not wish to preclude persons with criminal records from participating in a church's or agency's overall community. These background investigation policies are an essential aspect of our responsibilities to keep safe children, youths, and vulnerable adults in our care through our collective ministries.

The following is a schedule of fees charged by the background screening companies we have contracted with: Secure Search and Oxford Document Management Company, Inc. Fees for background screening are invoiced to congregations and agencies monthly.

Background Screening Services & Price List

Item	Provider	Cost	Explanation
Multi-state Criminal Background Check, Social Security Number verification, Alias Search and National Sex Offender Registry Check	Secure Search	\$12	This is the base fee. This level of screening is completed for all candidates.
County Courthouse Criminal Background Check – 7 years	Secure Search	\$8	Some states and counties do not report certain levels of criminal information to the National Criminal Database. For example, Cook County only reports felonies to the national database. But if someone was sentenced at a misdemeanor level, it would not show on our checks unless we conducted an additional County search.
Statewide Criminal Repository	Secure Search	\$8	Some states and counties do not report certain levels of criminal information to the National Criminal Database. If someone has lived in a state that does not fully report, a Statewide Criminal Repository search will be conducted.
Employment Verification	Secure Search	\$10 <i>each</i>	This is an optional service. Rectors are expected to check the references of all potential employees and volunteers.
Motor Vehicles Registry	Secure Search	\$5	This search is conducted on anyone who will be driving others for church activities or ministries.
Credit Reporting (pre-employment)	Secure Search	\$9	Credit Reports are only requested for people whose work with the congregation or agency will provide them unsupervised access to more than \$2,500, who will have signatory power over assets of more than \$100, or will have access to personal, financial, or otherwise confidential information.
10 year Referencing	Oxford Document Management Co.	\$120	10 year referencing is required for clergy, postulants, and candidates for diocesan executive positions.
5 year Referencing	Oxford Document Management Co.	\$85	5 year referencing is an optional service available to congregations or agencies who would like to farm out the process of checking the references of candidates for paid or volunteer positions.

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