

**CROSSROADS CHURCH**  
**CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN, YOUTH, AND VULNERABLE ADULTS**  
**APPENDIX A**

**BACKGROUND CHECKS / CLEARANCES / TRAININGS REQUIRED**

<b>VOLUNTEERS</b> Renew every <b>5</b> years Working with Protected Persons		Resides in			
		Pennsylvania	West Virginia	Ohio	Other
Serving in	Pennsylvania or Mission Trip	Protect My Ministry PA 153 Package, which includes: <input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> National Combo Search  <input type="checkbox"/> PA FBI Fingerprint Clearance (if lived outside of PA in the last 10 years) (not included with PMM)	Protect My Ministry PA 153 Package, which includes: <input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> National Combo Search  <input type="checkbox"/> PA FBI Fingerprint Clearance (not included with PMM)	Protect My Ministry PA 153 Package, which includes: <input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> National Combo Search  <input type="checkbox"/> PA FBI Fingerprint Clearance (not included with PMM)	Protect My Ministry PA 153 Package, which includes: <input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> National Combo Search  <input type="checkbox"/> PA FBI Fingerprint Clearance (not included with PMM)
	Hancock County, Weirton, West Virginia	Protect My Ministry PA 153 Package, which includes: <input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> National Combo Search  <input type="checkbox"/> PA FBI Fingerprint Clearance (if lived outside of PA in the last 10 years) (not included with PMM)	Protect My Ministry Unlimited County 10 Yr Package: <input type="checkbox"/> National Combo Search <input type="checkbox"/> Criminal Record Search (Every county lived in the last 10 years)	Protect My Ministry Unlimited County 10 Yr Package: <input type="checkbox"/> National Combo Search <input type="checkbox"/> Criminal Record Search (Every county lived in the last 10 years)	Protect My Ministry Unlimited County 10 Yr Package: <input type="checkbox"/> National Combo Search <input type="checkbox"/> Criminal Record Search (Every county lived in the last 10 years)

Every Servant (ages 18 and older), takes the MinistrySafe Sexual Abuse Awareness Course every two years. Student Servants are NOT required to take this course.

<b>EMPLOYEES</b> Renew every <b>5</b> years Required for all		Resides in			
		Pennsylvania	West Virginia	Ohio	Other
Serving in	Pennsylvania or Mission Trip	Protect My Ministry PA 153 Package, which includes: ___ PA Criminal Record ___ PA Child Abuse ___ National Combo Search  ___ PA FBI Fingerprint Clearance (not included with PMM)  ___ In positions working with children/youth – Mandated Reporter Training & Certification	Protect My Ministry PA 153 Package, which includes: ___ PA Criminal Record ___ PA Child Abuse ___ National Combo Search  ___ PA FBI Fingerprint Clearance (not included with PMM)  ___ In positions working with children/youth – Mandated Reporter Training & Certification	Protect My Ministry PA 153 Package, which includes: ___ PA Criminal Record ___ PA Child Abuse ___ National Combo Search  ___ PA FBI Fingerprint Clearance (not included with PMM)  ___ In positions working with children/youth – Mandated Reporter Training & Certification	Protect My Ministry PA 153 Package, which includes: ___ PA Criminal Record ___ PA Child Abuse ___ National Combo Search  ___ PA FBI Fingerprint Clearance (not included with PMM)  ___ In positions working with children/youth – Mandated Reporter Training & Certification
	Hancock County, Weirton, West Virginia	Protect My Ministry PA 153 Package, which includes: ___ PA Criminal Record ___ PA Child Abuse ___ National Combo Search  ___ PA FBI Fingerprint Clearance (not included with PMM)  ___ In positions working with children/youth – Mandated Reporter Training & Certification	Protect My Ministry Unlimited County 10 Yr Package: ___ National Combo Search ___ Criminal Record Search (Every county lived in the last 10 years)  ___ In positions working with children/youth – Mandated Reporter Training & Certification	Protect My Ministry Unlimited County 10 Yr Package: ___ National Combo Search ___ Criminal Record Search (Every county lived in the last 10 years)  ___ In positions working with children/youth – Mandated Reporter Training & Certification	Protect My Ministry Unlimited County 10 Yr Package: ___ National Combo Search ___ Criminal Record Search (Every county lived in the last 10 years)  ___ In positions working with children/youth – Mandated Reporter Training & Certification

\_\_\_ Every employee takes the MinistrySafe Sexual Abuse Awareness Course every two years.

### **Background Screening FAQs**

#### **What's included in the *Protect My Ministry National Combo Search*?**

National Criminal Database, Nationwide Sex Offender Registry, Social Security Number Trace and Address History, Alias Names

#### **Pennsylvania-resident staff sometimes go to West Virginia to work. (E.g. visiting Kidzone or another kids ministry event at our Ohio Valley location.) Do they need additional clearances?**

No; Pennsylvania-resident staff going to West Virginia to work temporarily do not need West Virginia clearances as they have their Pennsylvania clearances on file.

#### **West Virginia or Ohio-resident staff sometimes go to Pennsylvania to work. (E.g. visiting Kidzone or another kids ministry event at one of our PA locations.) Do they need additional clearances?**

Yes; per Pennsylvania law, anyone working with children in Pennsylvania must have Pennsylvania clearances (PA Criminal Record, PA Child Abuse, PA FBI Fingerprint Clearance if employee or volunteer living outside of PA in the last 10

years.) Therefore, West Virginia staff must get Pennsylvania clearances to “fill in” or serve with children/youth in Pennsylvania.

### **Pennsylvania Resources**

#### **Mandated Reporter Training & Certification:**

Any of the PA Department of Human Services-contracted organizations offering this training is acceptable.

See: <https://www.dhs.pa.gov/KeepKidsSafe/Pages/Trainings.aspx>

#### **PA Employees Having Contact with Children FAQs**

[https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/KKS-EmployeesContactFAQ\\_2021.pdf](https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/KKS-EmployeesContactFAQ_2021.pdf)

#### **PA Volunteers FAQs**

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/Volunteers.pdf>