

**LUMC Safe Sanctuary Screening Process for Ministry Supervisors**  
for Ministry Partner Positions working with Children, Youth, or Vulnerable Adults  
(*Contact Safe Sanctuaries Team if you would like to walk through this process or as you have questions.*)

**Initiating the Process:**

1. Read through sections I & II of the LUMC Safe Sanctuaries Policy
2. Personally provide a packet with a cover letter (personalized for your ministry and the position), ministry partner interest form and position description. (Explain what we are doing, why, and thank them for taking the time to provide the information.)
3. Discuss how to turn the packet in: Personally with you, directly to Pastor Alison, in the white lockbox mounted above the folders in the admin room, electronically, or by mail.

**Once application packet is returned:**

1. Email Safe Sanctuaries Team to arrange for initial conference training.
2. Ensure the position description(s) and interest form have been signed (including consent to conduct background check).
3. Set up a screening folder to include the processing checklist. Use this checklist to document completion of each of the steps listed.
4. Notify Melissa Thibault that you have received an application and provide the individual's name and email address to get help initiating a background check. Also include a request for a driver's license check (**only** needed if volunteer will drive children, youth or vulnerable adults in their volunteer role). Melissa will notify you when the check has been completed.
5. Check the state and local registries to ensure the individual is not listed there (see Policy's Appendix D for links)
6. Contact Safe Sanctuaries Team to provide a copy of interest form with references. References will be checked by Pastor or Safe Sanctuaries Team by interview or in writing. Reference checker will follow up with you to confirm that the reference check contained no reason to question the applicant's fitness for a position serving with vulnerable persons.
7. Arrange and conduct a personal interview with the applicant

**When screening steps completed:**

1. Sign the final walkthrough portion of the checklist.
2. Notify the individual the process has been completed.
3. Provide Safe Sanctuaries team with: Signed Application, signed position description, and completed processing checklist.
4. Destroy or safeguard any personal information or private notes you have collected regarding the individual