

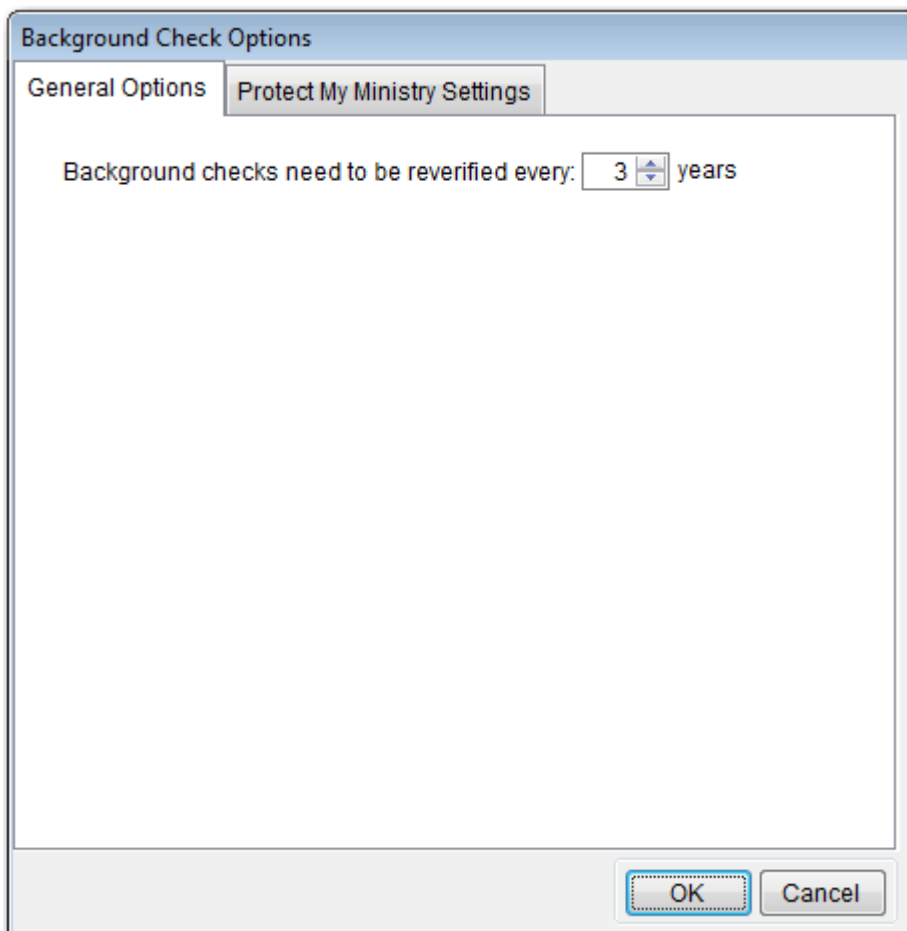
Background Checks in PowerChurch Plus

PowerChurch Plus allows you to track background checks for adults in specific activities and employees in Payroll. This functionality was specifically written to work with Protect My Ministry (www.powerchurch.com/protectmyministry), but if you are using a different provider, you can still record the date of a background check.

Background Check Setup

On the Background Check Setup screen, found under File > Preferences > Background Checks, enter the following information:

- **Background checks need to be reverified every X years.** This setting is used when generating reports and reminders about upcoming background checks that need to be performed.



- **Protect My Ministry Settings.** These settings are specific to Protect My Ministry and will allow your PowerChurch Plus program to connect to your Protect My Ministry account.

Background Check Options

General Options Protect My Ministry Settings

PowerChurch Software has partnered with Protect My Ministry to provide a convenient way to request background checks directly from within PowerChurch Plus. [Click here for more information on Protect My Ministry.](#)

Account Administration Register User

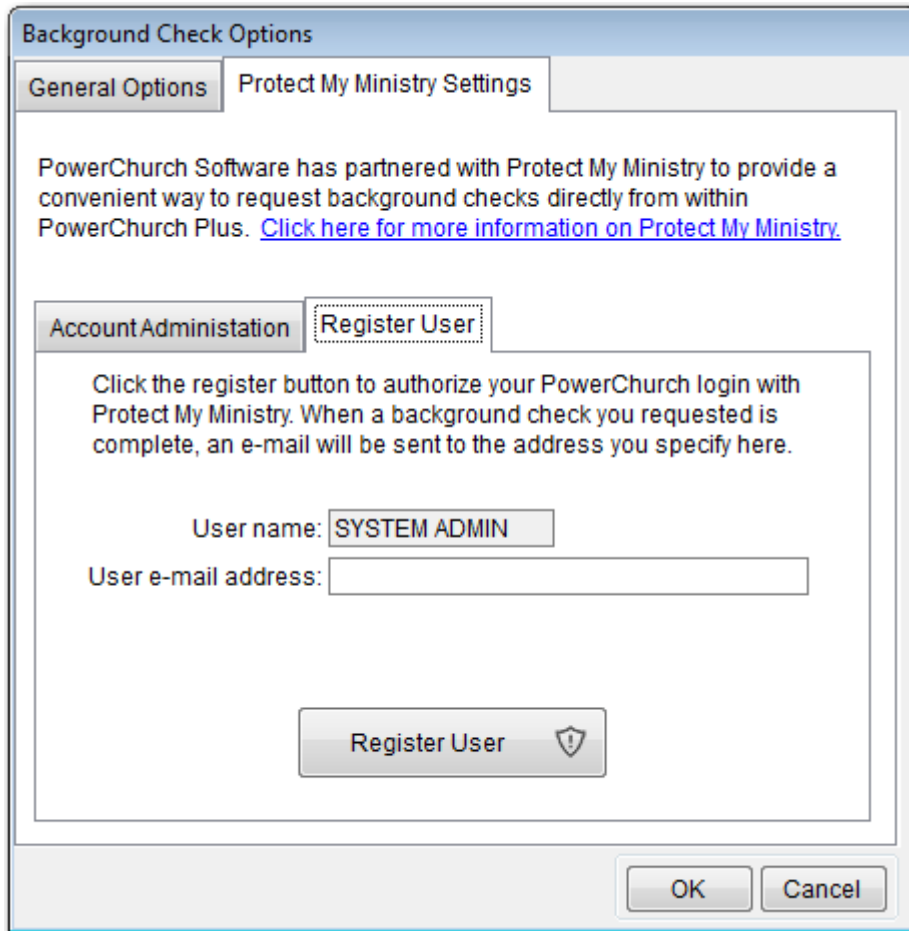
After your church signs up with Protect My Ministry, they will e-mail you an ID and Password. Please enter those here. In addition, each user that requests or views background check information, must register on the next tab.

Organization ID:

Organization password:

OK Cancel

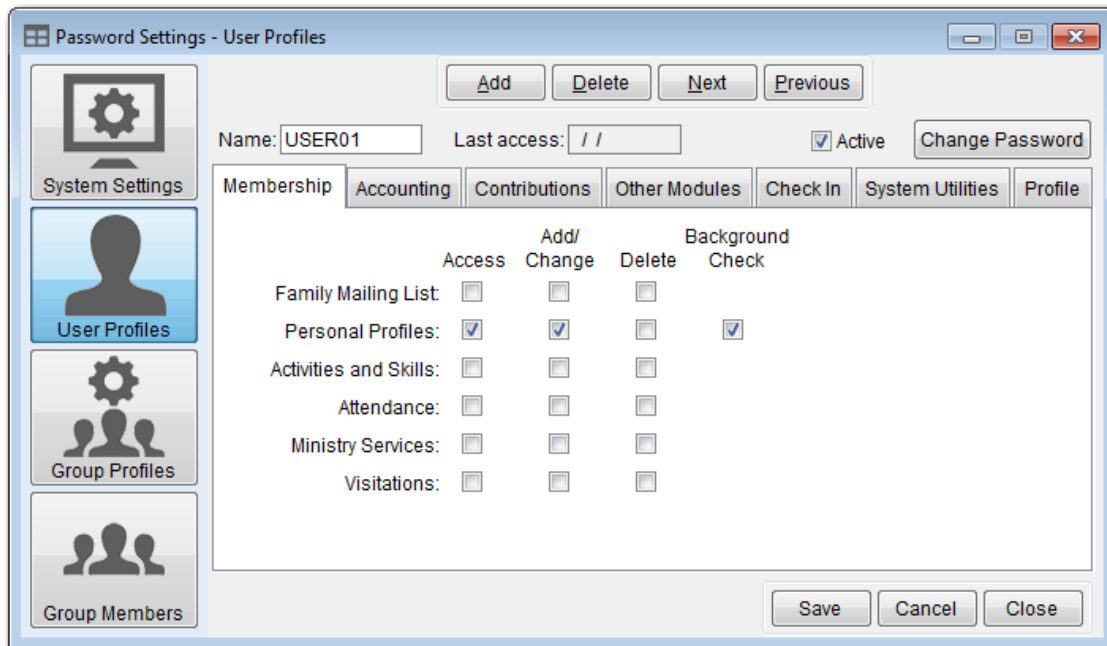
- **Organization ID.** This ID is assigned by Protect My Ministry.
- **Organization Password.** The password that you use to log in to Protect My Ministry.
- **Register User tab.** Enter your e-mail address and click the Register User button. This will link this PowerChurch Plus user as an authorized user of the organization's Protect My Ministry account.



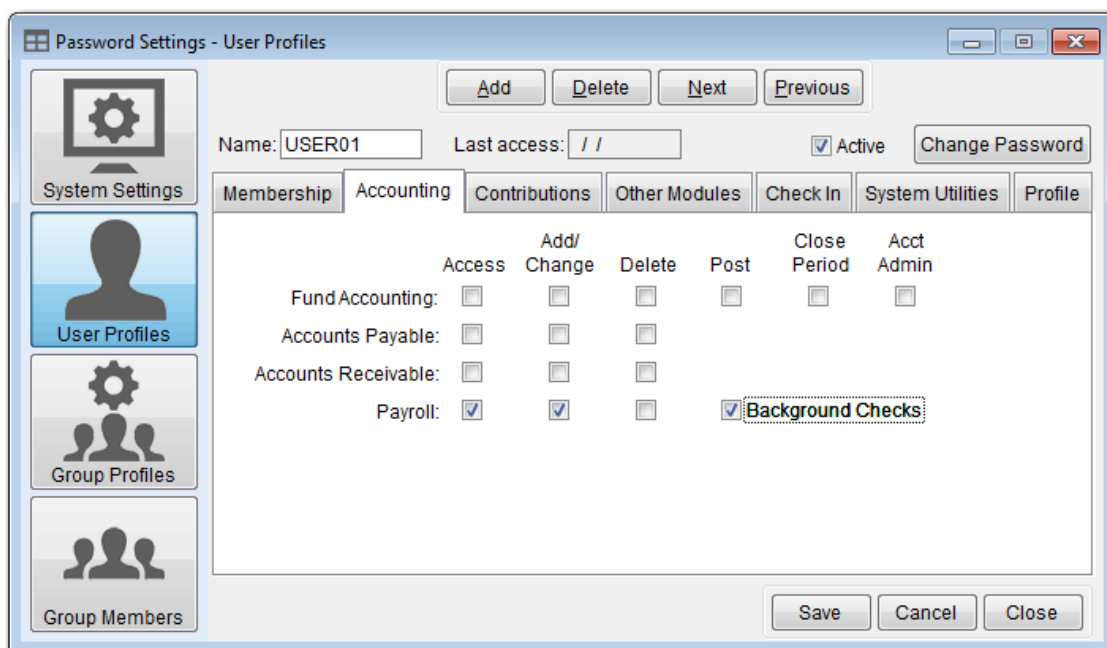
Allowing User Access

There are separate user permissions that can be set in PowerChurch to allow "Background Checks" access in Membership and Payroll. To assign these user permissions, do the following:

1. Log in to PowerChurch as the System Admin user.
2. Go to File > Preferences > Passwords & Permissions.
3. Click on the User Profiles button.
4. Select the user that you want to change.
5. Click on the Membership tab. Check or uncheck the "Background Check" option in Personal Profiles.



6. Click on the Accounting tab. Check or uncheck the "Background Checks" option in Payroll.



7. Repeat this process for each user account that you wish to update.

Setting Up Activities & Skills

If you will be performing background checks for people in your Membership database, you will need to enable an option in Activities & Skills. For example, if you have a "Nursery" activity and nursery workers are members of that activity, you can specify that adults that work in the nursery are required to complete background checks.

1. Go to Membership > Activities & Skills > Setup and choose Maintain Activity & Skill Descriptions.
2. If you have already set up the list of activities, use the Locate button to select the activity in question. Otherwise, click the Add button to add a new activity.
3. On the General tab, there is a setting that reads "Adults in this activity require a background check". Check that option to enable background checks.

Maintain Activity & Skill Descriptions

Add Delete Find **Locate** Next Previous Close

Activity Number: 2001
Description: Nursery

General Members Attendance Officers Promotion Events Check In OneBody Notes

Activity Department: Children
Activity Type: Sunday School Class
Default Role: Member

Record attendance for this activity
 Adults in this activity require a background check

Save Cancel

Background Check Controls in Membership

On the Maintain Personal Profiles screen found under Membership > Personal Profiles, use the Locate button to bring up a person who is in an activity that requires background checks. If your current PowerChurch user account has access to Background Checks in Membership, you will see controls at the bottom of the screen showing the date of the last background check and the PowerChurch user account that added it. There are also buttons to Add, Delete, or View a background check.

Maintain Personal Profiles

Add Delete Find Locate Move **Next** Previous Tag Close

Personal Profile for: Adams, Erica

Profile Information **Contact** Notes & Codes Medical Picture Activities Attendance Contributions Services

Title: First: Erica Middle: Last: Adams Suffix:

Preferred: Name Format: Given Preferred

Salutation: Erica

Personal Status: Member Directory Sequence: 3 Adult: (Y/N)

Marital Status: Single Envelope: Male/Female: (M/F)

Birth Date: 01/10/1998 18 Confirmed: Date 9: Married: Date 6: Date 10: Baptism: 12/22/2012 Date 7: Date 11: Joined: Date 8: Date 12:

Background Checks Last checked: by:

Save Cancel

Background Check Controls in Payroll

On the Maintain List of Employees screen found under Accounting > Payroll, click on the Payroll Information tab. If the current PowerChurch user account has access to Background Checks in Payroll, you will see the Background Check controls at the bottom of the screen. These are the same controls described in Membership.

Maintain List of Employees

Add Delete Find Locate Next Previous Close

Name: First: Allen Middle: Last: Cunningham Suffix:

Contact **Payroll Information** Pay Items Time Off Salary History Check History

Employee No.: 3 Position: Custodian Start of employment: 02/06/2015

Department: Support Staff End of employment: Payment Method: Check

Pay group: Church Staff-Biweekly Bank account employee is paid from: 1110-000

Social Security No.: 123-99-4321 Envelope No.: 107 Allen & Lara Cunningham

Employee is eligible for retirement plan


Routing number: Account Number: Account Type:

Note: The number of withholding allowances are entered on the appropriate tax deduction items on the Pay Items tab

Background Checks Last checked: by:

Filter pay group: <None> Save Cancel

Requesting a Background Check

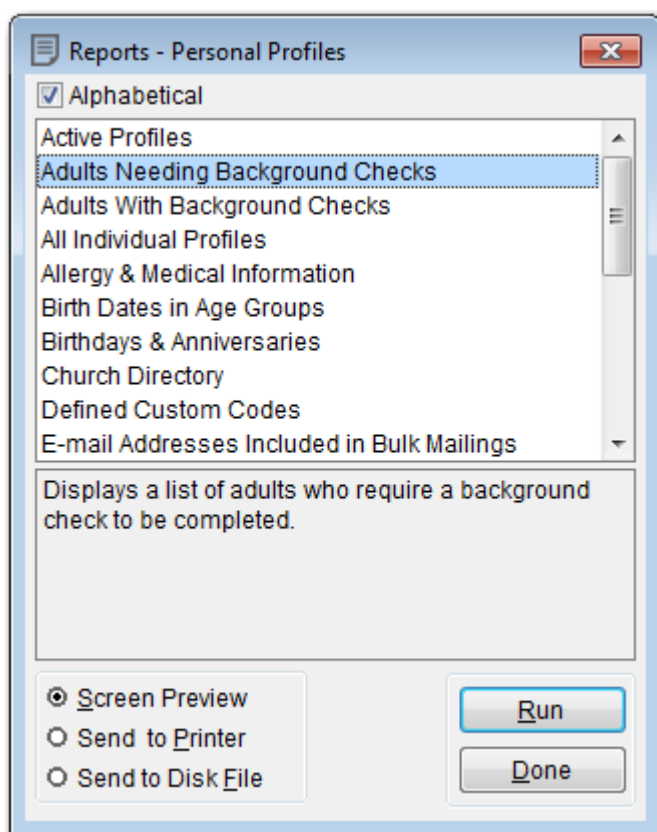
Click the "Add background check"  button to request a new background check. The date and user account will be filled in automatically. If you are using Protect My Ministry and have set up your account information (covered in the Background Check Setup section above) your web browser will open, taking you to a form on the Protect My Ministry web site, requesting more information about the person.

The PowerChurch part of the process is then complete. We have published an article from Protect My Ministry with detailed instructions on how to proceed from that point:

www.powerchurch.com/support/443/1/using-protect-my-ministry-for-background-checks

Reports That Include Background Checks

There are two reports in Personal Profiles > Reports - Personal Profiles that include Background Check information.



- **Adults Needing Background Checks.** This report shows a list of people who need to have a background check completed, based on the number of years specified in the Background Checks Setup screen and the date of their last background check.
- **Adults With Background Checks.** This displays a list of people that had a completed background check within the selected date range.

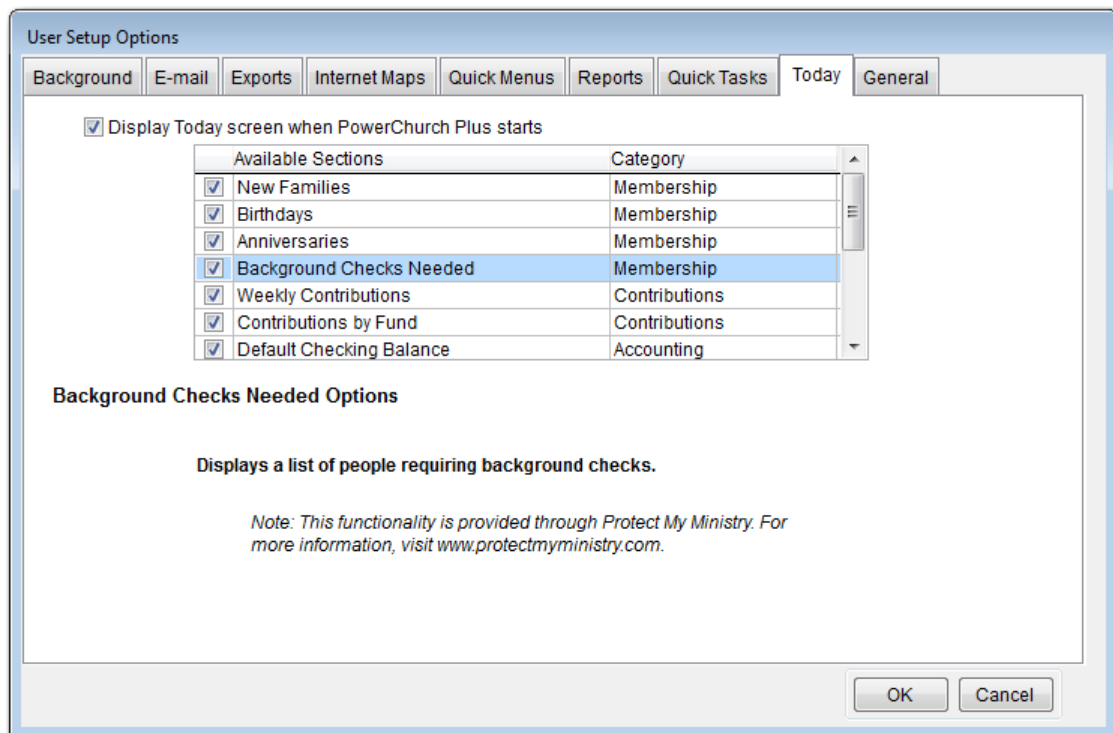
Reminders in PowerChurch Today

The PowerChurch Today gives you a dashboard overview of selected information in PowerChurch Plus. One of the things that can be displayed in PowerChurch Today is a

list of people who will need to have background checks completed in the next 30 days.

To enable this option:

1. Go to File > Preferences > User Setup Options.
2. Click on the Today tab.
3. In the list of Available Sections, check the box next to "Background Checks Needed".



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