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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 (<u>www.powerchurch.com/protectmyministry</u>), 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.

Background Check	Options	
General Options	Protect My Ministry Settings	
Background ch	ecks need to be reverified eve	ery: 3 🚖 years
		OK Cancel

• **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. <u>Click here for more information on Protect My Ministry.</u>								
Account Administation 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:								

- **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.

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. <u>Click here for more information on Protect My Ministry.</u>							
Account Administation Register User							
Click the register button to authorize your PowerChurch login with Protect My Ministry. When a background check you requested is complete, an e-mail will be sent to the address you specify here.							
User e-mail address:							
Register User 🗘							
OK Cancel							

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.

E Password Settings	- User Profiles								• 💌
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	Name: USER01 Last access: / / V Active Char								assword
System Settings	Membership Accounting	Cont	tributions	Other Mo	odules	Check In	System	Utilities	Profile
		Access	Add/ Change	Delete	Backgro Chec	und k			
	Family Mailing List:				0.100	,			
User Profiles	Personal Profiles:	V	\checkmark		1				
8	Activities and Skills:								
	Attendance:								
	Ministry Services:								
Group Profiles	Visitations:								
Group Members						Save	Car	icel	Close

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

E Password Settings	s - User Profiles								
ð		[<u>A</u> dd	Del	ete	<u>N</u> ext	Previous]	
	Name: USER	01	Last a	ccess: //			🔽 Ac	tive Change I	Password
System Settings	Membership	Accounting	Con	tributions	Other Mo	dules	Check In	System Utilities	Profile
		,	Access	Add/ Change	Delete	Post	Close Period	Acct Admin	
	Fund/	Accounting:							
User Profiles	Accoun	ts Payable:							
Ö	Accounts F	Receivable:							
Group Profiles		Payroll:	V			VE	ackground	Checks	
222									
Group Members							Save	Cancel	Close

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.

🖽 Mainta	in Activity &	Skill Descriptio	ns				
		<u>A</u> dd <u>D</u>	elete <u>F</u> ind	<u>_ocate</u> <u>N</u> ext	Previous	Close	
		Activ	vity Number: 2001 Description: Nursery				
General	Members	Attendance	Officers Promotion	Events Check In	OneBody	Notes	
		Activity De Ac	epartment: Children tivity Type: Sunday Sch fault Role: Member I Record at I Adults in t	ool Class 💌	tivity background o	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 Profil	les			- • •					
<u>A</u> dd <u>D</u>	<u>elete</u> <u>F</u> ind <u>L</u> oca	ate 🕶 Move	Previous Tag	Close					
Personal Profile for: Adams, Erica									
Profile Information Contact Notes & Codes Medical Picture Activities Attendance Contributions Services									
Title: First	rst: N rica	/iddle:	Last: Adams	Suffix:					
Preferred:		Name Format:	Given O Preferred						
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Personal Status: Me	lember	 Directory Sequence: 	3	Adult: Y (Y/N)					
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Birth Date: 01	1/10/1998 🔽 18	Confirmed: / /	Date 9: /	/ \					
Married: /		Date 6: / /	Date 10: /						
Baptism: 12	2/22/2012	Date 7: //	Date 11: /	/					
Joined: /	1	Date 8: / /	Date 12: /	/					
E	Background Checks 😚	\otimes	\bigcirc						
	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 Eind 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: 1 / Pay group: Church Staff-Biweekly Payment Method: Check Social Security No.: 123-99-4321 Bank account employee is paid from: 1110-000 Q Envelope No.: 107 Q Allen & Lara Cunningham Routing number: Employee is eligible for retirement plan Account Number: Account Type: Image: Count Type: Note: The number of withholding allowances are entered on the appropriate tax deduction items on the Pay Items tab Account Type: Image: Count Type:
Background Checks Image: Second s
Filter pay group: <none> Save Cancel</none>

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:

<u>www.powerchurch.com/support/443/1/using-protect-my-ministry-for-background-check</u> <u>s</u>

Reports That Include Background Checks

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

🗐 Reports - Personal Profiles	×							
Alphabetical								
Active Profiles	*							
Adults Needing Background Checks								
Adults With Background Checks	Ξ							
All Individual Profiles								
Rifergy & medical information								
Birthdays & Anniversaries								
Church Directory								
Defined Custom Codes								
E-mail Addresses Included in Bulk Mailings	Ŧ							
Displays a list of adults who require a background check to be completed.								
Screen Preview								
O Send to Printer								
O Send to Disk <u>File</u> <u>D</u> one								

- 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".

User Setup Opt	User Setup Options										
Background	E-mail	Exports	Internet Maps	Quick Menus	Reports	Quick Tasks	Today	General			
🔽 Disp	✓ Display Today screen when PowerChurch Plus starts										
			·								
	V	New Far	nilies		Mem	bership					
	1	Birthday	s		Mem	bership		=			
	1	Annivers	aries		Mem	bership	L				
	V	Backgro	und Checks Nee	eded	Mem	bership					
	v	Weekly	Contributions		Cont	ributions					
	V	Contribu	tions by Fund		Cont	ributions					
	1	Default	Checking Balanc	e	Acco	unting		·			
Backgrou	Background Checks Needed Options Displays a list of people requiring background checks.										
Note: This functionality is provided through Protect My Ministry. For more information, visit www.protectmyministry.com.											
	OK Cancel										

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