

***The Fifth Episcopal District***  
***The Christian Methodist Episcopal Church***  
Bishop Teresa Jefferson-Snorton, Presiding Prelate  
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**BACKGROUND CHECKS: A POLICY**

The office of the presiding bishop of the Fifth Episcopal District of the Christian Methodist Episcopal Church charged by the General Conference of the Christian Methodist Episcopal Church with instituting background checks for persons seeking admission into clergy relationship and /or clergy ordination, hereby stipulates the following directives in regard to background checks to the Annual conferences, the Quarterly Conferences, the Committees on Ministerial Examination, Presiding Elders, Pastors, other ministers, and other respective persons that deal with matters of ministerial licensing and/or ordination:

1. Background checks shall be required of all who seek to be licensed to preach, admitted on trial, ordained deacon or elder, admitted into full connection; or to have ordinations recognized by the Christian Methodist Episcopal Church prior to any conference action.
2. The results of background checks must be certified by the Episcopal office prior to Quarterly Conference action for licensing to preach, and prior to Annual Conference action for admission on trial, ordination of deacon or elder, admission into full connection or to have ordinations recognized by the Christian Methodist Episcopal Church.
3. In general, information in the background check report shall be housed in the office of the Presiding Bishop and shall be kept in the strictest confidence. However, information arising out of a background check report which suggests liability for any of the “Practices Subject to Disciplinary Action” listed in Chapter 43 (“the Judicial Administration of the Christian Methodist Episcopal Church”), *The Book of Discipline, Revised 2014* (and the respective chapter of subsequent revisions of *The Book of Discipline*), may be shared with the Presiding Elder and Pastor (should it be Quarterly Conference related) and/or other key decision makers or agencies of the Christian Methodist Episcopal Church on a “need to know” basis.
4. A background check shall only be sought for an individual who consents to and authorizes such a background check by the Christian Methodist Episcopal Church and its agent(s) by completing the “Authorization to Release Information” form.
5. Background checks shall be reliable for conference action for a period of two years from the date of the official report.
6. The fees for background checks shall be underwritten by the person on whom the background check is sought.

Annual Conferences/Regions: Florida, North Central Alabama, Southeast Alabama, Birmingham

## **BACKGROUND CHECKS: DISCLOSURE STATEMENT**

The office of the presiding bishop of the Fifth Episcopal District of the Christian Methodist Episcopal Church has been charged by the General Conference of the Christian Methodist Episcopal Church with instituting background checks for persons seeking admission into clergy relationship and / or clergy ordination.

Please be advised hereby that this document is a “clear and conspicuous disclosure” to all respective individuals that a report may be obtained for licensing and/or employment and/or ordination purposes.

In compliance therewith, individuals who consent to background checks are requested to sign the attached “Authorization to Release Information” form with the requested blanks completely filled in.

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