

GUIDELINES FOR BACKGROUND CHECKS

On behalf of the Presbytery of Baltimore we look forward to your forthcoming work. It is the policy of the Presbytery that all clergy who have applied for membership in the Presbytery or who are beginning work with a new church shall first have a Criminal Background check conducted. The full policy and guidelines are available if you wish to have them.

In order to comply with this requirement we use Oxford Document Management. They have a simple process which is as follows. Log on to www.oxforddoc.com and then click on Applicant. You will have to type in the client number which is 475 and then select Position Code 1. You will then be asked to verify that you are completing this for the Presbytery of Baltimore and then read your rights under the Fair Credit Reporting Act. After you read this you will be brought to the page which you will need to fill out. Once completed you can log out and be done. The whole process should take less than ten minutes. You will need to know your address for the past seven years and you will need to know the approximate date that you received your highest educational degree.

If you have any questions you may contact either Peter Nord or Wanda Morgan at the Presbytery Office - 800 511-0087.

Also if you are coming to us from another state or presbytery, it may help you to know the following:

The cost of insurance and titling a car in Maryland - especially the City of Baltimore - may be significantly higher than you may be anticipating. It might be helpful for you to get a quote on insurance and to check out the Maryland MVA web site regarding the cost of titling a car. A link to the MVA follows:

<http://www.marylandmva.com/VehicleServ/REG/NewtoMd.htm>

The Presbytery also uses a compensation plan devised by the General Assembly in the 1980's. This plan "factors" each position providing a minimum-midpoint-maximum salary and housing for each position based on its "factor." To learn more about this plan you may contact Judi Forrester in the Presbytery Office at 800 511-0087 or look at the relevant documents on the Presbytery's web site: <http://baltimorepresbytery.org/comformspolicies.html>

Again, we look forward to having you in our midst.

Blessings,

Peter Nord, Presbytery Executive
Presbytery of Baltimore