

ABCRM Placement Assistance Guidelines

Rationale: A crucial part of ABCRM's relationship with member congregations is assistance in the search process for pastoral leadership. As we supply names to the congregations, there is an inherent responsibility on us to have "vetted" to some degree these candidates. Because we are asked by many different individuals from many different settings to take names to our member congregations, we are attempting to define the appropriate level of vetting for candidates who are not well known to us. To this end the following documents will be requested from individuals who contact the Region prior to our "actively" (including the profile in as many searches as possible whether the conditions warrant their inclusion or not) circulating a candidates information to active search committees. Should the information provided on any of these forms create concern for the staff of ABCRM, they reserve the right to refuse to carry the candidate's information to ABCRM churches. Should this be the case, the candidate will be notified of this decision by the Executive Minister.

➤ **Candidates Holding a Current ABPS Profile**

- The assumption is that these candidates have been vetted by their sponsoring ABC Region or Organization. Their loyalty to ABC, their commitment to the Minister's Council Code of Ethics and References have all been attained. ABPS does not do general background checks, however.
- Documents to be requested are:
 - Signed Application and Authorization for Background Check
 - This will be utilized by a church that is interested in this candidate and the conversation has moved beyond the interview process. Cost for the actual background check will be born by the congregation.

➤ **Candidates Seeking ABCRM Sponsorship into the ABPS Profile System**

- The Region is assuming the responsibility to vet these candidates. The profiles will then be circulated throughout the denomination, so an increased level of assurance needs to be accomplished.
- Documents requested and held on file prior to issuing a sponsorship letter to ABPS will include:
 - A Signed Copy of "The Minister's Council Code of Ethics"
 - Executive Minister (or EM's Representative) will have reviewed this document with the Candidate in a personal Conversation either by phone or in person prior to signing the document
 - A Completed Authorization for a Full Background Check and the completed Background Check run by ABCRM's Vendor of Choice
 - Costs associated with acquiring the Background Check will be the responsibility of the candidate and must be paid prior to the Background Check Request being issued.
 - The results of the background check will be provided to an ABC congregation at their Request and with the written permission of the candidate.
 - The congregation will be requested to reimburse the candidate for the costs of the background check

- Three Completed Character Reference Forms
 - These may be completed by the references on the resume or may be submitted by others
 - References must be submitted to the Region office by the Person giving reference for the individual. Forms can be found online at: http://www.abcrm.org/news_archives/2010/Appendix5.pdf

➤ **Candidate Seeking Placement Assistance without an ABPS Profile**

- Not only is the Region assuming responsibility to vet these candidates, they will be doing so without the assistance of ABPS. In addition, as pastoral search committees will be comparing the information provided by these individuals with the information that will be provided on profiles, we want to provide at least as much information to them as the profiles provide.
- These Candidates will be asked to provide:
 - A Signed Copy of “The Minister’s Council Code of Ethics”
 - Executive Minister (or EM’s representative) will have reviewed this document with the Candidate in a personal Conversation either by phone or in person prior to signing the document
 - A Completed Authorization for a Full Background Check and the completed Background Check run by ABCRM’s Vendor of Choice
 - Costs associated with acquiring the Background Check will be the responsibility of the candidate and must be paid prior to the Background Check Request being issued.
 - The results of the background check will be provided to an ABC congregation at their Request and with the written permission of the candidate.
 - The congregation will be requested to reimburse the candidate for the costs of the background check
 - A full Resume that includes:
 - Current Personal and Contact Information
 - Job and Professional History
 - Educational History
 - Three Professional Reference with Contact Information
 - A Brief Faith Narrative (Not more than One Page)
 - The contents of this narrative may vary widely
 - Candidates are encouraged to discuss their particular ministry goals, calling and other unique abilities that would be appropriate for a search committee to understand
 - Three Completed Character Reference Forms
 - These may be completed by the references on the resume or may be submitted by others
 - References must be submitted to the Region office by the Person giving reference for the individual. Forms may be found at: http://www.abcrm.org/news_archives/2010/Appendix5.pdf