

## Ministry Candidate:

The 2006 Annual Missouri Conference adopted a task force report entitled, "Highest Ideals." The report embraces the policy of the Board of Ordained Ministry in requiring a "satisfactory standardized background check when any person initially seeks to serve in a pastoral role in the local church or extension ministry."

In order to begin ministry through an appointment or assignment of a ministerial position in the Missouri United Methodist Conference, the attached request for a credit report, motor vehicle report and background screening must be completed. This is a national screen that identifies federal criminal history, credit reporting and motor vehicle records. Also included in this packet is our Sexual Ethics policy and Highest Ideals brochure which outlines expectations and accountability for clergy relations.

In order to fulfill that requirement, please complete the enclosed questionnaire and authorization forms. Please return the completed documents to the Missouri United Methodist Conference, 3601 Amron Court, Columbia, MO, 65202, Attn: Jenny Gragg.

Upon receipt of completed forms, we will run the credit report, motor vehicle check and federal criminal history and provide a report to your district committee on ordained ministry. This background check will be used as one of several assessment tools. This background check is separate and does not satisfy the requirements of Safe Sanctuaries. You may complete the Safe Sanctuaries certification by accessing the conference website, [www.moumethodist.org/safesanctuaries](http://www.moumethodist.org/safesanctuaries).

Thank you in advance for your cooperation. If you have any questions, please contact Jenny Gragg, Conference Candidacy Coordinator, at [jgragg@moumethodist.org](mailto:jgragg@moumethodist.org) or 573-441-1770.

## Missouri Annual Conference Board of Ordained Ministry Screening Questionnaire

The Missouri Annual Conference of The United Methodist Church has established policies concerning professional conduct in order to maintain a healthy work and worship environment. Our commitment to these policies, as well as the requirements of The Book of Discipline of The United Methodist Church, require that we conduct background referencing for all persons who seek ordination or appointment in the Conference.

As part of the process in the Missouri Annual Conference we require each person to answer a series of questions which are, of necessity, intimate in nature. These questions are asked in order to be in compliance with the policies and requirements and not because we suspect that you are, or have been involved in inappropriate conduct. If you do not understand a question, please ask for help. When completed, please return the questionnaire directly to the address below. Except as may be required by law, the bishop or the bishop's designated agent(s) will be the only person(s) to see the information you supply. Where mandated by law (for example, when there is suspected or confessed abuse of a minor, a vulnerable adult, or aged person or lawful subpoena), the information you supply will be produced. You must answer all questions. Your answers will be kept as part of our confidential files.

**Authorization / Release**

I understand and agree that a background review will be conducted with respect to me, and that the information I have provided the bishop may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. I agree to release from liability and damages the Conference and its members, employees and agent(s) who conduct and participate in any such review and those individuals, organizations and their agent(s) who provide information about me during this review, only to the extent that such information is released without malicious intent. All materials pertaining to the background check shall be the property of the Missouri Annual Conference. I authorize all such persons to treat a photocopy of this authorization as though it were an original, executed Authorization.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Social Security Number\_\_\_\_\_

Print Full Legal Name\_\_\_\_\_

Please return this questionnaire to:

Missouri United Methodist Conference  
3601 Amron Court  
Columbia, MO 65202  
Attn: Jenny Gragg  
Board of Ordained Ministry Applicant Questionnaire

Full Legal Name:\_\_\_\_\_

Male:\_\_\_\_\_ Female:\_\_\_\_\_ Birth date:\_\_\_\_\_ Over 18 Years Old?\_\_\_\_\_

Address:\_\_\_\_\_

City, State, Zip Code:\_\_\_\_\_

Home Phone:\_\_\_\_\_ Alternate Phone:\_\_\_\_\_

Home Church:\_\_\_\_\_ # of Years:\_\_\_\_\_

District:\_\_\_\_\_ E-mail:\_\_\_\_\_

Please answer each question. If you answer yes to any of the following questions, please indicate the question number and provide relevant information regarding your response and indicate resolution of the issues if any, at the end of this questionnaire. *Note: throughout this document, "charged" indicates allegations made in writing and known to you.*

1. Has disciplinary action of any sort ever been taken against you by a licensing board, professional association, education or training institution?	Yes	No
a. Have there been written complaints against you that did not result in discipline?	Yes	No
b. Are there complaints pending against you before any of the above-named bodies?	Yes	No
2. Have you ever been subjected to church disciplinary proceedings?	Yes	No
3. Have you ever been terminated by a training program or employer?	Yes	No
4. Have you ever had a civil suit brought against you relative to your professional work or is any such pending?	Yes	No
a. Have you ever had professional malpractice insurance suspended or revoked for any reason?	Yes	No
5. Have you ever been charged with any ethics violation or are any such actions pending against you?	Yes	No
6. Have you ever been charged with having sexual contact or attempted sexual contact (sexual intercourse of any kind, intentional touching, or conversation for the purpose of sexual arousal) with persons that you were seeing in a professional context (e.g. a parishioner, client, patient, subordinate, student or an employee)?	Yes	No
7. Since the age of 21, have you ever been charged with engaging in sexual behavior (sexual intercourse of any kind, intentional touching, or conversation for the purpose of sexual arousal) with persons under 18 years of age?	Yes	No
8. Have you ever been charged with the production, sale or distribution of pornographic materials?	Yes	No
9. Have you ever been charged or adjudicated with sexual misconduct, including:	Yes	No
a. Abuse of power or role for sexual purposes	Yes	No
b. Sexual contact with a minor or a vulnerable adult	Yes	No
c. Sexual assault (e.g. rape)	Yes	No
d. Solicitation for sexual purposes (e.g. prostitution)	Yes	No
e. An offense related to pornography or public indecency (e.g. indecent exposure)	Yes	No
10. Have you ever been charged with an offense related to sexual harassment, including unwelcome	Yes	No
a. Suggestive looks or leers	Yes	No
b. Unsolicited touching or closeness	Yes	No

c. Attempts to fondle or kiss	Yes	No
d. Sexually comments, teasing, or telling of jokes with sexual content	Yes	No
e. Letters, calls, or materials of sexual nature	Yes	No
f. Pressure for dates or activities with a sexual overtone	Yes	No
g. Offer to use influence in return for sexual favor	Yes	No
h. Attempted sexual assault or rape	Yes	No
i. Sexual assault or rape	Yes	No
11. Do you have a history of alcohol abuse?	Yes	No
12. Do you have a history of drug abuse with any other drugs: recreational, prescription, over-the-counter, or illicit?	Yes	No
13. Have you ever been legally charged, arrested, or convicted of any felonies or misdemeanors?	Yes	No
a. Have you ever been legally charged with DWI?	Yes	No
b. Has your driver's license ever been revoked or suspended?	Yes	No
14. Have you ever had a restraining order, injunction, order for protection or the like issued against you as a result of allegations of domestic violence, abuse or the like?	Yes	No
a. Have you ever had your parental rights restricted, suspended or terminated or have any of your children been put into foster care?	Yes	No
15. Have you ever been charged with misappropriating funds or otherwise breaching fiduciary duties in any professional capacity?	Yes	No

**Comment Section, as related to questions answered with a "yes." (Continue on the back of this page if necessary)**

**Statement of Applicant: (Read carefully before signing)**

All information submitted by me in this questionnaire is true and complete to the best of my knowledge. I understand that any significant misstatement in, or omission from, this questionnaire may be cause for denial of further consideration in the ordination or appointment process or be cause for disciplinary procedures.

I understand and I agree that I will notify the bishop's office immediately of any changes in the status of my licensure, censure or sanction by professional bodies, or in my information reported above, and of any other information relating to my ability to act as a member of the ordained ministry.

\_\_\_\_\_  
Printed Full Legal Name

\_\_\_\_\_  
Date

Signature \_\_\_\_\_

# Authorization to Check Federal Background, Credit and Motor Vehicle Records

I understand that the Board of Ordained Ministry of the Missouri Annual Conference of the United Methodist Church requires a criminal background, motor vehicle and credit check as part of the screening of persons who seek certification in the Conference. I authorize the checks to be completed and hereby release and hold harmless from liability any person(s) or organization(s) that provides such information. I understand that any print-out, copy or facsimile of the entire questionnaire can be substantiated for the original. This document shall be valid for a period of one year from the date of my signature.

Printed full legal name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of birth: \_\_\_\_\_

State in which currently employed: \_\_\_\_\_

Prior or other names used: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State Licensed: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Please list other states that you have lived in during the past 7 years and a time period for each:

**Mail to:**

Missouri United Methodist Conference  
3601 Amron Court  
Columbia, MO 65202  
Attn: Jenny Gragg