

**First Parish Church of Stow and Acton
353 Great Road
Stow, Mass. 01775**



September 2008

Dear RE Volunteer,

Thank you for volunteering to work in our RE Program. We value your contribution, and hope you enjoy the experience as much as our children do.

In 2003 the FPC Board of Trustees adopted a policy requiring that all RE teachers, mentors, and youth leaders apply to have a Criminal Background Record Check (CORI) completed. We believe it is important to ensure the safety of our children while they are in our care, and of our teachers. In addition, this requirement is now state law.

You may be assured that these records will be kept in the utmost confidence. We will notify you as soon as the record is returned to us, and check any information for accuracy. If there is any information that might indicate a potential danger to our children, we will first discuss it with you. If there is still a question, we will consult the Minister and the Director of Religious Education. No one else will have access to the information. All CORI reports will be kept in our locked Personnel File.

Please fill out the attached form and return it to Rebecca Stadolnik. If you have any questions or concerns, please discuss them with Tom Rosiello, Rebecca or me. Thank you for your cooperation.

Sincerely yours,

Marcia Rising, Personnel Committee Chairperson

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I provide the information on the attached Request Form to the First Parish Church of Stow and Acton for the sole purpose of obtaining a Criminal Offender Record Information (CORI) report from the State of Massachusetts. I authorize the First Parish Church to obtain and use this report in accordance with the Protocol approved by the Board of Trustees in October 2005, a copy of which I have been given.

Name: _____
(Please print)

Signature: _____

Date: _____

**First Parish Church of Stow and Acton
CORI Protocol**

DEFINITIONS & CLARIFICATIONS:

CORI – Criminal Offenders Record Information

WHO WILL BE ASKED FOR CORI CHECKS

1. The Minister and the Director of Religious Education will be required to complete the “Individual Agreement of Non-Disclosure and Authorization for CORI Check.” All other church employees will be required to complete the “CORI Request Form.” The Chairperson of the Personnel Committee must countersign the application.
 2. All volunteers who have responsibility for children and youth in the Religious Education Program, and who may have unmonitored contact with children and youth will be asked to complete the CORI Request Form. Determination of which other volunteers shall be required to have CORI checks will be the responsibility of the Religious Education Director, in consultation with the Personnel Committee and the Minister.
 3. The Chairperson or Co-Chairperson of the Personnel Committee is required to countersign all CORI Request Forms.
 4. The Personnel Committee shall renew all CORI certifications every three years.
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PROCEDURES FOR HANDLING CORI CERTIFICATIONS

1. The Personnel Committee shall take every precaution to protect the privacy and confidentiality of CORI information on employees and volunteers. The only people authorized to see or discuss the report are the Personnel Committee Chairperson, the Director of Religious Education, and the Minister.
 2. The Personnel Committee Chairperson shall review each CORI report. If any Misdemeanor or felony is reported, the Chairperson shall interview the applicant to ensure the validity of the information.
 3. If the CORI report contains any questionable information, the Chairperson will notify the RE Director and the Minister. They will jointly determine whether the applicant may be allowed to work in the RE Department, and what, if any, restrictions need to be applied. The applicant will be informed of the decision. The applicant will receive a copy of the CORI report as well as the procedure for correcting any erroneous information.
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SECURITY OF CORI REPORTS

1. Only one copy of each CORI report will be kept. All CORI reports shall be kept in the Locked file maintained by the Personnel Committee.
2. CORI reports will be shredded when the employee or volunteer is no longer working for the First Parish Church of Stow and Acton.
3. The Board of Trustees must approve these procedures before implementation.

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CORI REQUEST FORM

First Parish Church of Stow and Acton has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant/employee for _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/Employee Signature

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

Last Name First Name Middle Name

Maiden Name or Alias (if applicable)

Date of Birth: _____ Social Security Number: _____
(Requested but not required)

Address: _____

Requested by: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE