

**OVERVIEW**

MN Statute 604.20 Background Check Procedure for Congregations & Schools

**Background Check Packet Contents for Congregations and Schools**

* Form B –(Sample) Letter to the Called Worker
* Form C -Authorization to Release Information
* Form D -Identification of Employers\*
* Form F –(Sample) Letter to Employers
* Form G -Employer Report
* Form H -Instructions: Completing Employer Report
* Form J -Verification of Completion
* Chapter 604.20 -Action for Sexual Exploitation: Psychotherapists
* Informational Memorandum Minnesota Statute §604.20 (also called Chapter 604.20)

\*An “Employer” as defined in the Informational Memorandum

**Step 1:**

After the Called Worker has accepted the Call, the designated member of the congregation’s Call Committee should begin the MN Statute §604.20 background check process. **The Called Worker should be mailed/emailed these items:**

* Form B –(Sample) Letter to the Called Worker
* Note that Form B –(Sample) Letter to the Called Worker will need to be properly addressed and blanks filled in in preparation for sending this information.
* Form C -Authorization to Release Information
* Form D -Identification of Employers
* Informational Memorandum Minnesota Statute §604.20 (also called Chapter 604.20)
* Chapter 604.20 -Action for Sexual Exploitation: Psychotherapists

**It is acceptable to email all of this information as file attachments to the Called Worker.**

**Step 2:**

After the Called Worker has returned the Form C - Authorization to Release Information and the Form D -Identification of Employers, **send the following to each of the identified employer(s):**

* Form F –(Sample) Letter to Employers
* COPY of Form C -Authorization to Release Information
* Note that Form F -Sample Letter to Employers will need to be properly addressed and blanks filled in in preparation for sending this information.
* Form G -Employer Report
* Form H -Instructions: Completing Employer Report
* Informational Memorandum Minnesota Statute §604.20
* Chapter 604.20 -Action for Sexual Exploitation: Psychotherapists

**It is acceptable to email all of this information as file attachments to the Called Worker.**

**Step 3:**

After **every** Form G -Employer Report has been returned **and is clear**, it is necessary to mail, in hard copy, (on congregation’s letterhead) the following to the District President:

* Form J -Verification of Completion

All other information gathered in the background check process should be retained by the calling congregation.

Address: MNS District – LCMS

President’s Office

14301 Grand Ave. S.

Burnsville, MN 55306-5707