Using Protect My Ministry and the Fellowship One Volunteer Pipeline

Disclaimer

The Fellowship One Volunteer Pipeline and Protect My Ministry are not integrated. The Volunteer Pipeline will not automatically request a new background check during the verify requirements stage of the process. You must manually initiate any and all background checks from the Ministry Mobilizer website provided by Protect My Ministry. The results of those background check requests will be made available in Fellowship One as Individual Requirements by way of the Fellowship One People API. The page **People › Volunteer Pipeline › Background Checks** will show the results of requests received through the API; however, you cannot use the ADD button to request a new background check and the **submitted by** user name is preconfigured by Protect My Ministries.

This document explains the process for using both the Fellowship One volunteer pipeline and Protect My Ministry background check service.

Setup Individual Requirements

In Fellowship One under the Admin › People Setup › Individual Requirements menu add a new requirement called "**Protect My Ministry Status**" of requirement type **Standard Requirement.** This requirement is a place holder to allow the church to use the Volunteer Pipeline and identify which applicants are in need of a background check through Protect My Ministry. The actual background check requirement used by Protect My Ministry is called **"PMM Background Check"** and is of the type **Background Check**. This requirement is created by Protect My Ministry using the Fellowship One API.

Admin › People Setup › Individual Requirements

Individual Requirements

Requirement name * [   ]

Requirement type [Standard requirement   ▼]

Note A requirement can be anything you specify. Pay special attention to the *requirement type*. Typically, the correct type will be "Standard requirement."

[Save new requirement]

		Requirement Name	Requirement Type
Edit	Deactivate	Background Check	Background Check
Edit	Deactivate	PMM Background Check	Background Check
Edit	Deactivate	Protect My Ministry Status	Standard Requirement
Edit	Deactivate	Reference Check	2 Reference Check(s)
Edit	Deactivate	Volunteer Application	Standard Requirement

Adding Requirements to the Volunteer Opportunity

When defining opportunities that people can sign up for you have the option to identify requirements needed by the individual to serve. At this time you would select your "**Protect My Ministry Status**" requirement anytime you need Fellowship One to keep track of a background check request. This ensures anyone who needs a background check from Protect My Ministry is not missed while using the volunteer pipeline.

WebLink › Volunteer Application › Manage Forms › Manage Volunteer Forms

Manage Volunteer Forms

Volunteer Opportunity Requirements

Note: A requirement represents a qualification that must be possessed by the volunteer in order to serve.

☑ Protect My Ministry Status

☑ Liability Waiver

Select Protect My Ministry Status when you need a background check

☑ Minisrty Application

☐ Reference Check (1)

[New requirement] [Done with requirements]

Volunteer Pipeline Work Flow
The volunteer pipeline is divided into 5 stages:

Submit Application is when a person goes online and fills out the initial volunteer form and indicates in which opportunities they are interested.
Review Application allows the volunteer coordinator at the church to see who all has applied and determine if the applicant should continue on in the pipeline.
Ministry Review is where the ministry leaders first see the applicants and start the interview process to determine if there is a good fit between the person and the serving opportunity.
Verify Requirements is where the volunteer coordinator looks over each applicant and verifies the requirements needed to fulfill the opportunity have been completed. This is the stage where the requirement "**Protect My Ministry Status**" will be visible as the reminder to start the actual background check process with Protect My Ministry.

Approved Volunteers these are the applicants who have successfully passed all requirements and are waiting for the ministry leaders to assign them to the area in which they will serve.

Protect My Ministry Work Flow
This work flow would take place while an applicant is in stage 4, **Verify Requirements**, of the Fellowship One Volunteer Pipeline. The church will login to Ministry Mobilizer via Protect My Ministry's website and import the applicant or applicants for bulk import. Next, they will either order the background check manually by entering the SSN/DOB, etc., or they will click the button to send the Protect My Ministry Web Form to the applicant asking them to complete the online background check form.

The Protect My Ministry system can be used to manually order checks or automatically order the checks after a volunteer has completed the online form. There are a few options that should be considered at this point:

1. When doing the automatic background check, the applicant can be charged via credit card (payments go directly to Protect My Ministry).
2. When doing the background check, the church can order to have a Child Safety Training invitation sent to the applicant, in which the applicant will be trained on the topic of child abuse awareness and prevention.

After the applicant has completed an online form the church will receive an email. At that point, the background check results and child safety training score/date (if ordered) will be stored in the Fellowship One database and visible from Individual Requirements.   The church can then check off the requirement, "**Protect My Ministry Status**" in stage 4, **Verify Requirements**, of the Fellowship One Volunteer Pipeline to move the applicant forward to **Approved Volunteers**.