



Background Clearance Specialist

PennDel Ministry Network Office
4651 Westport Drive, Mechanicsburg, PA 17055

Job Details

Job Type

Part-time/Hourly

Number of hires for this role

One

Full Job Description

The PennDel Ministry Network's mission is to produce "Healthy Pastors in Thriving Churches" through its four ministry anchors: Church Planting, Church Recalibration, Minister Care, and Ministry Resourcing. The Background Clearance Specialist will contribute to the success of this mission by administering and overseeing the PennDel Ministry Network's background clearance and volunteer screening processes for individuals serving minors through PennDel ministries, events, and programs.. The Background Clearance Specialist is responsible for centralized oversight and support for **PennDel Kids, PennDel Youth, Girls Ministries, and Royal Rangers**, while also serving as a resource to local churches and ministry leaders. The Specialist ensures that clearance processes are consistent, organized, timely, and compliant with applicable laws and PennDel policies.

Personal Commitment

The Background Clearance Specialist commits to pursuing the lifestyle of a fully devoted follower of Jesus Christ. They are urged to attend an Assembly of God church and adhere to Assemblies of God standards of conduct as stated in our [position papers](#). A cooperative attitude with other team members is expected in order to facilitate a healthy team environment.

Qualifications & Skills

- **Strong Personal Initiative**
 - A self-starter with a strong work ethic
 - Able to think systematically and execute defined vision repeatedly and with excellence
 - Passionate about serving pastors and church leaders
- **Personable**
 - Must be personable and approachable
- **Strong computer skills**
 - Experience in project management platforms, and Microsoft Office Suite (Excel, Word, Outlook, etc.), Mac OS

Responsibilities

1. Background Clearance Administration

- Manage the background clearance process for individuals serving minors at PennDel Ministry Network events and programs.

- Process, review, and monitor clearance submissions for PennDel Kids, PennDel Youth, Girls Ministries, and Royal Rangers.
- Identify missing, incomplete, expired, or outdated clearances and communicate necessary follow-up.
- Maintain confidentiality and security of all clearance information.

2. Compliance and Legal Requirements

- Remain current on Federal, Pennsylvania, and Delaware background clearance laws and requirements applicable to individuals serving minors.
- Help establish and maintain consistent clearance standards across all PennDel ministries serving minors.

3. Records Management

- Maintain accurate, organized, and up-to-date electronic records of background clearances.
- Archive and transfer historical records from previous systems and third-party platforms, including Protect My Ministry.
- Ensure clearance records are appropriately named, organized, stored, and accessible to authorized personnel.

4. Church and Ministry Support

- Serve as a resource to PennDel pastors, churches, ministry leaders, and volunteers regarding background clearance requirements and procedures.
- Respond to questions and requests in a timely, professional, and ministry-minded manner.
- Provide clear instructions and assistance regarding the process for obtaining and maintaining required clearances.
- Provide training, workshops, and educational resources, when requested.

5. Communication and Administration

- Maintain timely and professional communication with applicants, churches, ministry leaders, departmental staff, and the supervisor.
- Utilize appropriate communication tools, including automatic email responses when unavailable, to clearly communicate availability and expected response times.
- Complete assigned projects within established deadlines and communicate proactively regarding challenges or delays.

Performance Expectations

The successful Background Clearance Specialist will:

- Demonstrate strong organization, attention to detail, and accuracy.
- Communicate promptly and professionally with supervisors, churches, ministry leaders, and applicants.
- Manage multiple responsibilities, projects, and deadlines effectively.
- Take initiative and communicate proactively regarding workload, challenges, and project status.
- Maintain accurate and accessible records.
- Remain current regarding applicable clearance laws and requirements.
- Work collaboratively with PennDel staff and utilize available resources effectively.
- Maintain strict confidentiality and appropriate discretion with sensitive information.
- Demonstrate flexibility and willingness to improve processes for greater efficiency and effectiveness.
- Provide professional, courteous, and ministry-minded service to PennDel churches and ministries.

Experience

- Administrative experience is preferred.
- Experience with background screening or clearance processes is preferred, but not required.
- Experience working with churches, nonprofits, or ministry organizations is preferred, but not required.

Education

H.S. Diploma required

Performance Measures

- Ninety Day Review
- Annual Performance Evaluation

Other

Schedule

- Part-time (20 hours a week)
- During busier seasons of activities and events, additional hours may be approved by Supervisor

Direct Report

Children and Discipleship Director

Background Checks and Clearances

Must be able to pass a PA Child Abuse Clearance, History Clearance, PA State Police Request for Criminal Record Check, FBI Finger Printing

Benefits

Eligible for full-time employees only

Work Remotely

No, except when permission is given by Supervisor

Office Location

4651 Westport Drive Mechanicsburg, PA 17055

Travel

Some travel may be required for Network events

To apply, please submit your resume to jeremiah@penndel.org.

The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The PennDel Ministry Network does not discriminate on the basis of race, color, national origin, gender, age, or disability. PennDel employs Christians who are compatible with the Network's mission and beliefs within the Assemblies of God.