

Volunteer Procedures

Procedures for Screening and Placement of Volunteers

First Christian Church (Disciples of Christ)

All volunteers desiring to work with children or youth will complete the Volunteer Application/Disclosure Form and Authorization for Criminal Records Check and References. All volunteers are required to submit this information so that a national background check can be completed. After the initial background check is completed, an annual disclosure form must be signed and submitted by the volunteer. All forms need to be completed, placed in a sealed envelope and submitted to the Associate Minister.

All volunteer information will be kept in a locked file accessible only to the Senior Minister and the Associate Minister for Christian Education and Youth. This information will be kept for the duration of the volunteer's service and for three (3) years thereafter.

All volunteers will attend an annual safe church orientation and training session that will include information on the church's safe church policy and procedures.

The annual orientation will also make volunteers aware of the mandatory reporting statute of North Carolina concerning Child Abuse, as follows:

North Carolina General Assembly Bill §7B-301: "Duty to report abuse, neglect, dependency, or death due to maltreatment. Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment. "

The Volunteer Application/Disclosure and Authorization for Criminal Records Check and References forms will be filled out one time. The volunteer agrees to inform a Church Minister or the leadership for the area for which the volunteer is working if any of the information changes.

Screening and Placement of Volunteers

Page 2

Check List:

1. Safe Church Policy and Volunteer Application/Disclosure/Criminal Records And Reference check form and the Safe Church Policy Acknowledgment form are provided to the volunteer.
2. Volunteer's completed forms must be returned to the Associate Minister in a sealed envelope.
3. Completed forms are provided to the service providing background checks and reference and employer checks. Any pertinent negative information is noted on the volunteer forms and returned to a Church Minister.
4. Background and reference checks are reviewed by a Church Minister to insure no information is developed that would preclude the volunteer from working with the church's minors.
5. If a volunteer is precluded from working with the church's minors, a church minister advises him/her of this.
6. Completed forms, to include the application, criminal background check results, reference and employer checks and Safe Church Policy Acknowledgment form are filed in a secure location at First Christian Church (Disciples of Christ).