

**Richland Hills Church of Christ ("RHCC")  
Guidelines for the Prevention of Child Abuse**

1. For the purpose of these guidelines, any reference to a child or youth or minor refers to a person less than eighteen (18) years of age.
2. Any suspected child abuse or questionable activity involving children or youth is to be verbally reported immediately to the Executive Minister and Youth or Children's Ministers. They will determine whether a report should be made to the appropriate authorities. If a report should be made, it will be done so without delay and as required by state law.
3. If an allegation of child abuse is supported by evidence sufficient to cause reasonable concern, the alleged offender shall be suspended immediately from all church duties involving minors until such time as the matter is resolved.
4. RHCC will make efforts to provide opportunities for training in understanding, preventing, recognizing and reporting suspected child abuse.
5. All volunteer applicants that work with children and youth are required to complete a volunteer application and a consent form authorizing background screening.
6. All prospective volunteer children and youth workers shall complete a volunteer application and consent for background screening before working with children or youth. Upon completion of the background screening and application forms by the volunteer, the church will evaluate the results within a reasonable time.
7. All information obtained from the application and screening process will be held in a confidential file by the Executive Minister.
8. As a prior condition to working with children or youth, the prospective volunteer must be a RHCC member for at least six (6) months. Exceptions are permissible only with a written recommendation from a Children's or Youth Minister and as approved by the Executive Minister.
9. All workers should avoid one-on-one situations with pupils by observing the two-adult rule.
10. The church encourages family members to work together in children and youth ministries. The church will seek to provide additional adult workers to assist couples and family members when working with children and youth.
11. Any adult or youth who has been charged with or convicted of criminal conduct involving sex related offenses, child related offenses, murder and felony theft/burglary/robbery offenses will be automatically disqualified regardless of the existence of any extenuating circumstances.
12. Adult survivors of childhood sexual or physical abuse need the love and acceptance of church family. Any volunteer who was personally a victim of child abuse is asked to make this information known on the application or, alternatively, may request a conference with the Executive Minister.
13. Any volunteer working with children or youth will be provided a copy of "Guidelines for the Prevention of Child Abuse." A signed Acknowledgment and Receipt will be obtained from each person.

These guidelines are intended to protect the children and youth at RHCC from sexual abuse and misconduct. Please complete, sign and date the additional forms included in this volunteer packet and return in the enclosed envelope to **Mike Washburn, Executive Minister**.

**Please retain this copy of the Guidelines**



On what date would you be available? \_\_\_\_\_

Minimum length of commitment: \_\_\_\_\_

Do you have any physical limitations preventing you from performing certain types of activities relating to children or youth work? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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Have you ever been convicted or pleaded guilty or nolo contendere to a crime (other than minor traffic violations)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

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Were you a victim of abuse or molestation while a minor? Yes \_\_\_\_\_ No \_\_\_\_\_ Referral \_\_\_\_\_  
(Please check "Referral" if you would prefer to speak to the Senior Executive Minister in response to this question.)

If yes, please explain:

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#### Church Activity

List (name and address) other churches you have attended regularly during the past five years:

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List all previous church work involving children or youth (identify church and type of work):

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The information contained in this application is true and correct to the best of my knowledge.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RICHLAND HILLS CHURCH OF CHRIST  
CRIMINAL RECORDS SEARCH CONSENT  
(Please Print Clearly)**

**CONFIDENTIAL**

Social Security No.: \_\_\_\_\_ Dept./Ministry: \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden \_\_\_\_\_ Other Name(s) Used \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License No.: \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ State Drivers License Issued: \_\_\_\_\_

Race: \_\_\_\_\_ Length of Residence in Texas: \_\_\_\_\_

I hereby give my permission for the Richland Hills Church of Christ (hereafter referred "RHCC") to verify the information provided above and obtain information relating to any criminal records search through First Security Systems, Inc. The criminal history records report may include arrest and conviction data as well as plea bargains, deferred adjudications and delinquent conduct committed as a juvenile.

I understand that the information provided from the criminal history records search, verification of information and references, and if applicable, motor vehicle report, will be used in determining my suitability for employment and/or volunteer work at RHCC. If I dispute the records as reported to RHCC, I will be given the opportunity to clarify the records.

I agree to hold harmless RHCC, First Security Systems, Inc.; it's agents, employees, contractors, officers and directors from and against any contract or negligence claims, damages, losses and expenses, including attorney's fees, arising out of or by reason of complying with this request. A photo or faxed copy of this signed consent form will be considered valid as an original.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

**MOTOR VEHICLE RECORDS SEARCH CONSENT**

Do you wish to be qualified to drive your own vehicle or a church vehicle on behalf of Richland Hills Church of Christ?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, your signature authorizes RHCC to obtain a motor vehicle driver report. If no, your signature represents your acknowledgement that you are not authorized to drive on behalf of RHCC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**VOLUNTEER APPLICATION  
RICHLAND HILLS CHURCH OF CHRIST  
REFERENCE VERIFICATION**

**CONFIDENTIAL**

Return packet to: **MIKE WASHBURN**  
**EXECUTIVE MINISTER**

**Applicant's Statement**

I authorize any person I have listed below to give you any information regarding my character and fitness for children or youth work. I release all such persons from any liability for furnishing such evaluations to you, provided they are given in good faith and without malice. I waive any rights to inspect information provided by these persons.

Should my application be accepted, I agree to be bound by the bylaws and policies of the Richland Hills Church of Christ and to refrain from unscriptural and inappropriate conduct in the performance of my services on behalf of the church.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**References:**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

**Acknowledgement and Receipt**

*Please Read Carefully*

I hereby acknowledge receipt of Richland Hills Church of Christ **Guidelines for the Prevention of Child Abuse**. I understand the purpose of these guidelines is to provide volunteers of the church with general information regarding conduct and procedures. I further understand these guidelines and other oral instructions are for the purpose of volunteer activities. I agree that I am obligated to follow these guidelines of the church unless or until they are changed or modified by the church. The Church's decisions are considered final.

I understand that the answers previously given on my volunteer applications will be the basis on which RHCC will select me for service. I certify that my answers and statements are true and complete to the best of my knowledge, and that I have not withheld information. If disclosed that I withheld information, it may affect my application unfavorably. I authorize Richland Hills Church of Christ and its associates to obtain information from any person or organization with which or with whom I have been employed or associated, or who may otherwise have information concerning me, whether listed or not on this application. I hereby release Richland Hills Church of Christ and any and all such individuals, employers, and corporations contacted as a result of this application from any and all damages from the disclosure of the information provided. I understand and agree that RHCC's receipt or discovery of any misleading or incorrect statements or responses may render any applications void and may result in my immediate termination of volunteer service.

I agree to submit myself, upon request by Richland Hills Church of Christ, to testing for the presence of alcohol and drugs or substances by a physician or laboratory designated by Richland Hills Church of Christ. I understand and agree that any positive test result, or the refusal to submit to such testing, will result in immediate termination of volunteer services as stated in RHCC policy. I acknowledge that Richland Hills Church of Christ reserves the right to inspect all packages, cases, clothing, desks and workspaces or any other item carried on or off of Richland Hills Church of Christ premises, and I understand that cooperation with such inspections would be a condition of continued volunteer status.

**I HAVE READ AND FULLY UNDERSTAND THE ABOVE AND AGREE THAT MY VOLUNTEER STATUS IS ON THE BASIS STATED THEREIN AND THAT I WILL ABIDE BY THESE AND THE OTHER WRITTEN AND ORAL INSTRUCTIONS AND CHURCH POLICIES READ OR RECEIVED DURING MY VOLUNTEER SERVICES.**

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Volunteer Name - Please Print

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Volunteer Signature

Date