



CRIMINAL BACKGROUND CHECKS POLICY

(Please read both sides and initial on back.)

POLICY

In order to perform our due diligence in protecting the well-being and safety of the children, youth and special education adults we serve, Unity Church of the Hills performs criminal background checks on all employees and volunteers who will be working with minors. The church deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit persons from serving as an employee or volunteer who have been arrested for, convicted of, been on probation for, or received deferred adjudication for any disqualifying offense. Criminal Background Checks will be conducted on all employees and volunteers who will be working with minors and will be repeated every three years or as often as deemed necessary by the church.

The right to disqualify based upon a prior history of criminal conduct involving moral turpitude applies to any such criminal conduct regardless of whether (a) the criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged, or (b) the criminal charges resulted in a non-conviction such as probation, or (c) the criminal conviction was subsequently expunged from the applicants record as the result of appropriate legal proceedings.

GUIDELINES FOR DETERMINING DISQUALIFICATION

The following offenses are grounds for disqualification regardless of any extenuating circumstances:

- (a) Crimes against the family, sex related offenses, child related offenses, murder, felony theft/robbery/burglary offenses, fraud related offenses and crimes against persons and property.
- (b) Other offenses not otherwise described above may result in disqualification at the discretion of an agent of the church.

PROCEDURES

In order to screen prospective employees and volunteers to identify and disqualify those who have committed disqualifying offenses, Unity Church of the Hills adopts the following procedure:

- (a) **Application:** Each employee or volunteer who will be working with a minor is required to fill out an application.
- (b) **References:** On the application, each employee or volunteer is required to provide three references, excluding relatives, spouses and significant others.
- (c) **Personal Interview:** Each prospective volunteer or employee will undergo a brief interview with the appropriate church staff or director.
- (d) **Criminal Background Checks:** Each prospective employee or volunteer who will be working with a minor will give written consent for a criminal background check, conducted by the company or agency Unity Church of the Hills selects. The form of authorization will be that prescribed by the company or agency selected. The church will

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employ no employee or volunteer who will be working with a minor without this authorization. Upon receiving the requested information and performing the actual background checks, the church will destroy this information within 5 working days for the privacy protection of this employee or volunteer.

(e) Grievance Process: If a person is disqualified from employment or placement with Unity Church of the Hills based upon information received, and, if upon reviewing that information the person feels that the information is wrong or it is not his or her record, the person may request a fingerprint check from DPS as a method of positive identification unless the person can prove by other means that he or she is not the person indicated on the criminal record. An individual may view the disputed criminal history transcript, but may not have a copy of it.

Acknowledgement

_____ I understand that a condition for my status as an employee or volunteer who will be working with a minor now or in the future depends, in part, on the results of a Criminal Background Check. I have read and understand the policy statements related to disqualification as written above.

_____ Provide a copy of a valid Driver's License or Photo Identification.

**Consent for Criminal Background History Check
Authorization/Waiver/Indemnity**

I hereby give permission for Unity Church of the Hills to obtain information relating to my criminal history record through the Volunteer Center. The criminal history record, as received from the reporting agencies, may include arrest and conviction data, as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the Volunteer Center, a service of United Way/Capital Area, and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

Applicant's Signature

Date

Please Print Name Clearly



Volunteer/Staff Criminal History Records Check Statement

Full Name: _____
Last Name First Name Middle Name

Sex: (Please Check) Male _____ Female _____

Race: (Please Circle)

W **B** **I** **A** **U**
White Black American Indian Asian or Pacific Islander Unknown

Date of Birth: ____/____/____
Year Month Day

Driver's License # _____ **State** _____

Social Security Number: _____ - _____ - _____

Have you ever been convicted of a crime and are there any legal charges pending against you?

_____ Yes _____ No

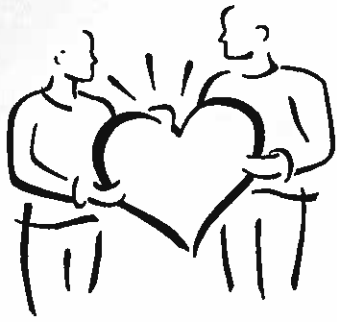
If yes, please explain: _____

The signature represents my current legal name and any previously used names are listed below, i.e. maiden name, other married names, aliases.

Additional Names: _____

Signature of Applicant **Date**

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Unity Church of the Hills Volunteer Ministry **Volunteer Heart Agreement**

Congratulations on your decision to celebrate your gifts through service as a Volunteer at Unity Church of the Hills!

Because the giving of time, talent, and energy in service to others is such a vital part of each individual's soul journey along its spiritual path, we, as the Volunteer Ministry Leadership, commit to supporting you in the following manner:

- ◆ To provide you with rewarding opportunities to serve other members of the Congregation and the greater community in an area or position that brings you joy.
- ◆ To provide you with clear guidelines and expectations regarding your selected service opportunity(ies).
- ◆ To provide you with adequate training to successfully meet the guidelines and expectations set.
- ◆ To provide you with a loving and supportive environment in which to grow, stretch, and unfold.
- ◆ To support you in prayer, seeing you as the love that you are, ever holding the space for your Divine Truth to come forth.

Recognizing the crucial role that volunteers play in the day-to-day functioning of Unity Church of the Hills, you, as the volunteer, commit to supporting this ministry in the following manner:

- ◆ To arrive at the appropriate time for your volunteer responsibility (as set forth by your Team Leader(s)).
- ◆ To find a replacement for your time of service when you know, in advance, that you have a scheduling conflict.
- ◆ To call the Team Leader(s) and the Church Office if you find yourself ill or in an emergency situation before your scheduled time of service, and therefore unable to fulfill your commitment.
- ◆ To be open and honest with your Team Leader if, at your scheduled time of service, you are not in a place physically, mentally, emotionally, or spiritually to serve with a cheerful and loving heart.
- ◆ To make a sincere effort to attend and participate in all Quarterly (or otherwise scheduled) Team Trainings/Meetings as set forth by your Team Leader(s).

It is so very important to all of us within the Volunteer Ministry that your service experience at Unity Church of the Hills be both joy-filled and rewarding. If at any time, you feel that your experience is not in alignment with this goal, please voice your concern to your Team Leader and/or the Volunteer Coordinator.

Together, we affirm:

We are committed to each other, to our spiritual family, and to our own spiritual growth.

The above has been explained to me and I understand and commit to uphold this agreement.

Volunteer Ministry Leadership Representative

Volunteer