



# Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER

## Registered Child and Youth Worker Application Process

Community of Christ Official Church Policy - Effective January 1, 1998

*Only registered youth workers will be used in the church's children and youth programs and ministries. Registered youth worker assistants will only be used under the supervision of a registered youth worker.*

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The Registered Child and Youth Worker application process within the GPNW Mission Center is as follows:

- 1) The applicant shall complete the GPNW Youth Worker Training prior to submitting an application. Trainings are available through the Mission Center in coordination with the GPNW Youth Ministries Specialist. This application must be submitted within one year of taking the training.
  - 2) The applicant shall complete the first two pages of the following five-page form, and sign page 2. The applicant must have signed the form for it to be approved.
  - 3) The congregational pastor or their designee shall complete and sign the last three pages of the five-page form, including the reference checks, interview with the applicant, and recommendation. The pastor or their designee must have signed the form in three places for it to be approved. *Note: Pastors or their designees may not interview family members.*
  - 4) The church representative who signed the form and conducted the reference checks and interview (#3 above) shall then forward **a copy** of the form via postal mail, fax, or email to the Mission Center Financial Officer for review (see address above). The pastor shall retain the original until instructed by the MCFO to destroy it securely.
  - 5) If approved by the MCFO, the application shall then be forwarded to World Church for final processing.
  - 6) Once the application has been completely processed, the applicant's record on the Shelby database will be updated by World Church. The MCFO will then notify the pastor and the applicant of the approval. Until that time, the applicant is not a Registered Youth Worker and may not work with children or youth in the church. If there are any questions regarding the application process or the youth worker policy in general, please contact the MCFO or GPNW Youth Ministries Specialist.
- The current version of the form, completed accurately, must be submitted to the MCFO at least **four weeks** in advance of the camp/event for which the applicant will be serving. This will allow sufficient time for final processing and notification.
  - Applications that are more than six months old from the time the applicant signs it to the time World Church Office of General Counsel receives it will not be accepted.
  - All child and youth workers and assistants ages 15 and up must be registered through this process.

# RCYW Application Form Guidance Notes

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*Sections 1 & 2 (pp. 1-2) to be completed by applicant*

## **SECTION 1**

**Date of Application/Date of Birth:** as requested (numbers only, please)

**Full name/Address/Telephone/Email:** as requested

**Criminal offense/Social Services Investigations/Administrative Actions:** If the answer is “yes” to any of these questions, the applicant must include additional background context information, including the date and nature of the offense or issue. The applicant should describe when it occurred, the underlying circumstances and the outcome, along with any other information the applicant wishes to share or feels would be relevant. If more room is needed for your description of the underlying circumstances, please attach additional sheets to the application. If further information is needed for reviewing the application, the mission center officer will be notified and will follow-up with the applicant.

**Congregational Membership or Affiliation:** Youth workers are NOT required to be members of Community of Christ. However, people who are new and unknown to our faith community will not be approved as youth workers and granted immediate access to children and youth. The six-month rule establishes a length of time for an individual to become better known to the congregation and allows an opportunity to evaluate that person’s suitability for becoming a youth worker.

If the applicant is currently associated with a Community of Christ congregation, they should indicate which congregation and the pastor. If the applicant has not been associated with a Community of Christ congregation for six months or more, they should mark “N/A” or “none” in that space and fill out the information for their current or most recent congregation or faith community, including the name and contact information for their current pastor or faith leader. As well, the applicant must then comply with the heightened requirements for character references discussed in the References section below.

If you are in doubt about this or any other criteria on the form, please contact the Office of General Counsel at (816) 833-1000, ext. 2220.

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## **SECTION 2**

**References:** Full address and contact details should be included in this section, but at minimum a phone number and/or email address for each reference. At least 3 references are required. To help expedite the review process, the references listed should be easy to contact and willing to respond quickly.

References must be 18 or older, must not be a relative, and must have known the applicant at least 6 months. Ideally each reference should be able to speak to the applicant's suitability to work with youth, but at minimum references should be able to speak to the applicant's character and judgment.

If the applicant does not satisfy the 6 month rule, at least one of their references must comply with one or more of the following criteria:

- Pastor or youth minister of the church the applicant regularly attends
- Community of Christ member who has known the applicant longer than 12 months
- A leader of the community where the applicant lives who knows the applicant well (e.g. School Principal/Teacher, Supervisor from work; Staff member or leader from an organization where the applicant has previously volunteered, especially a youth-serving organization)

The applicant should include a note on the form to indicate which of the references satisfies one of the required criteria.

**Applicant's signature:** Applicant should read the Applicant's Statement on the form and verify they understand and are willing to agree by signing and dating the form. If the applicant is younger than 18, a signature by a parent or guardian must be completed.

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*Sections 3 & 4 (pp. 3-4) to be completed by a church representative (interviewer)*

## **SECTION 3**

### **Reference Contact/Interview**

Please make sure the information provided is accurate and complete. The information provided in this section is crucial to decision making.

Interviewers cannot interview themselves, and best practice is that interviewers should not interview their own family members. If a person listed as a reference is the interviewer or a relative of the interviewer, please try to find another church representative to conduct that particular interview.

For each reference:

- List the name of the person contacted, the date the contact was made and name of the interviewer.
- Mark each box that applies to indicate whether the reference is speaking as a friend, member of Community of Christ or other. If other is marked, please indicate how the reference knows the applicant. For any applicant that does not satisfy the 6 month rule, please use this space to indicate which of the criteria is satisfied by that reference (see above).
- List how long the reference has known the applicant.
- Mark the appropriate box for the method used to interview the reference. In-person or verbal

interviews are recommended, but a letter or email response from the reference can be accepted in lieu of an interview, provided the response includes sufficient information. If the reference responds with a letter or email, a copy of that correspondence should be attached and submitted with the application.

- Mark the appropriate box to indicate whether the reference's comments were favorable, guarded or unfavorable.
- Provide a summary of the reference's comments. This summary should include any pertinent comments and sufficient detail about what they shared. If additional space is needed to summarize a reference's comments, please attach an additional sheet.

Interviewers should ask questions that will help identify how well the reference knows the applicant and what information the reference can provide about the applicant's suitability to work with youth and the applicant's character and judgment. The following are examples of questions that might be used for interviewing references.

### **Questions for Interviewer to ask references on Registered Children and Youth Worker application forms:**

- In what capacity and how long have you known the applicant?
- Describe whether you think the applicant would make responsible choices and use good judgment when caring for children and youth and why you think that.
- Share any relevant experiences when you've witnessed interactions between the applicant and children or youth.
- Share an example of how he or she models good behavior and judgment for children and youth.
- Share about any concerns you might have with the applicant working with children and youth.
- What types of life experiences (positive or negative) has this applicant had that would influence his or her ability to be a registered children and youth worker?
- Would you feel comfortable leaving your own children or grandchildren in the care of this applicant? Why or why not?

After interviewing all the references, the interviewer should review the information provided in this section of the form to ensure it is accurate and complete. The interviewer should then sign and date this section, as well as printing their name and title.

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## **SECTION 4**

### **Personal Interview – Applicant**

Interviewers cannot interview themselves, and best practice is that interviewers should not interview their own family members. If the applicant is the interviewer or a relative of the interviewer, please try to find another church representative to conduct the interview.

Prior to the interview, the interviewer should review the previous sections of the application. If there are responses in the prior sections that are incomplete or unclear, additional questions related to those issues may be appropriate to include in the interview. At minimum, please ensure the questions listed on the

application form are asked of the applicant during the interview, especially those regarding any previous experience, training and education the applicant may have related to youth work or ministry.

The interviewer should provide a summary of the applicant's relevant comments. For example, make a note of any gifts, education, training or prior experience that has prepared the applicant to work with children and youth. The summary should also note any comments that raise concern about the applicant's ability to work with children and youth. If additional space is needed to summarize a reference's comments, please attach an additional sheet.

**Statement of Personal Interviewer:** Based on the interview, the applicant's comments and the interviewer's knowledge of the applicant, the interviewer should mark the appropriate box that reflects the interviewer's best judgment regarding whether or not to recommend the applicant as suitable to be a youth worker. The interviewer should also enter any comments they might have to clarify or support the box they marked. The interviewer should then sign and date the form, as well as printing their name and title.

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*Section 5 (p. 5) to be completed by a church officer & MC officer*

## **SECTION 5**

### **Administrative Review & Approval**

**Statement of Church officer:** The top of page 5 should be completed by a church officer who has reviewed the form to verify it has been completed correctly. It may or may not be the person completing the interviews. The church officer should make an objective assessment, based on the information on the form and their knowledge of the applicant, and indicate whether or not they can recommend the applicant as suitable to be a youth worker.

**Mission Center Approval:** The bottom section of page 5 should be completed by a mission center officer. Before approving, the mission center officer should perform the following due diligence:

- Review the form to verify it has been completed correctly and there are no issues that raise concern.
- Verify that the applicant has completed the required Child Protection Core Training, or will be completing the training in the near future and before working with children and youth.
- It is also recommended that the mission center officer check the mission center's records to verify there are no prior incidents or reasons for concern related to the applicant on file.

If the mission center officer has questions about this process or the appropriateness of approving an applicant, they can contact the Office of General Counsel to discuss.

In addition to these guidance notes, a "[Mission Center Checklist](#)" is available online. This is a checklist that mission center officers should use prior to sending applications to the Office of General Counsel to ensure the application is completed correctly. This checklist can also help as a starting point for someone new to know what things to look for on the [application](#).

A signature by the mission center officer, indicating their approval of the applicant, is required in this section for the form to be processed, even if it is the same person that completed the top section of page 5.

Please note that it is best practice to have each section on this page completed by a different church officer. If a question arises at International Headquarters while processing the application, the applicable mission center officer will be the first point of contact.

**Prior to submitting the application, the mission center officer should verify the applicant has a Shelby profile created.** If the applicant does not have a Shelby profile, the mission center officer should work with their Recorder or other appropriate people to have a Shelby profile created for the applicant.

Completed applications should be submitted to [reywapps@cofchrist.org](mailto:reywapps@cofchrist.org). If sending by email is not feasible, completed applications can alternatively be sent to the Office of General Counsel via fax at (816) 521-3099 or mail at 1001 W. Walnut, Independence, MO 64050. Please note that processing paper applications may require some additional time.

The Office of General Counsel will review the application. If an issue is identified or further information is needed, OGC will notify the mission center officer. If the application is approved, OGC will update the applicant's Shelby profile with a youth worker code and notify the mission center officer of the outcome.

# Community of Christ

## Children and Youth Worker Confidential Application

*This application is to be completed by all people wishing to serve in **any** position with the Community of Christ that involves direct contact with children or youth. The intent of this application is to help the church provide a safe and secure environment for young people who participate in ministry and to assist applicants and church leaders in identifying and utilizing gifts and skills of the applicant.*

### 1) APPLICANT INFORMATION

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: (Last, First, Middle) \_\_\_\_\_ (Other) \_\_\_\_\_

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

City, State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Criminal Offenses; Investigations; Administrative Actions** – If the applicant answers ‘Yes’ below, the applicant MUST provide a detailed description of the underlying circumstances. Marking “Yes” does not necessarily disqualify an applicant from consideration. However, if the applicant does not provide additional details, the review will cease until further information is provided. If needed, please attach a separate sheet of paper with the additional details and any further explanation that is relevant.

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

If yes, please explain (include date and nature of the offense). \_\_\_\_\_

Have you ever been or are you currently under investigation by any law enforcement or government agency for child abuse, neglect or any criminal activity involving a minor?  Yes  No

If yes, please explain (include date and nature of the issue). \_\_\_\_\_

Has your youth worker status with Community of Christ previously been removed?  Yes  No

If yes, please indicate the reason(s) why your status was changed. \_\_\_\_\_

**Congregational Membership or Affiliation** – Membership in Community of Christ is NOT necessary to be a youth worker. However, ALL applicants should satisfy the 6 month rule (i.e. applicant has been associated with the congregation sponsoring this application for at least 6 months immediately prior to applying). In some cases, applicants that cannot satisfy the 6 mo. rule might still be approved if the applicant can provide appropriate character references, as further described in the References section below.

Community of Christ cong. you have been associated with for the past 6 mo. \_\_\_\_\_

Current Pastor: \_\_\_\_\_ Pastor’s Phone/Email: \_\_\_\_\_

List any other churches or faith communities you have regularly attended or participated in during the past five years (include name & location): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2) REFERENCES AND APPLICANT SIGNATURE (To be completed by the applicant)**

**References** – At least three (3) references are required for applications to be processed. References must be age 18 or over, must not be a relative, must have known you at least 6 months and should be able to speak to your ability to work with youth. Please provide accurate and complete information for each reference.

If you are not able to satisfy the 6 month rule, at least one of your references must also satisfy one of the following\*: (i) be a pastor or youth minister of the church the applicant regularly attends; (ii) be a Community of Christ member who has known the applicant longer than one (1) year; or (iii) be a leader in the community (i.e. School Principal/Teacher, Supervisor from work; Staff member from an organization where you've previously volunteered, especially a youth-serving organization). \* **Please indicate which reference satisfies one of the above criteria.**

**Reference #1:** Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference #2:** Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference #3:** Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant's Statement:** I authorize any references, or any other person or organization, whether or not identified in this application, to provide any information they have to Community of Christ regarding my character and fitness for children and youth work. I release all references listed in this application from liability for any damage that may result from furnishing such information to Community of Christ, and I waive any right to inspect references provided on my behalf. I further authorize Community of Christ and its agents or assigns to conduct a background check for any criminal records and agree that I will fully cooperate in providing all information and signing all documents necessary to complete the background check.

I hereby attest and certify that I have never been convicted of nor pled guilty to: any type of child abuse, any type of rape, sodomy, sexual abuse or misconduct, child pornography, endangering the life or welfare of any child, gross sexual imposition, sexual imposition, voyeurism, public indecency, stalking, harassment, violation of a protection order, any offense of physical violence or assault, or any existing or former offense of any municipality, any state, United States, or any other nation that is substantially equivalent to any of the above offenses. *(If you have been convicted of or pled guilty to any of the above offenses and wish to explain the circumstances thereof, please attach your explanation on a separate sheet.)* I further certify that I have never resigned or been discharged from employment or a volunteer position because of any behavior described above.

Should my application be accepted, I agree to be bound by the rules, regulations and policies of Community of Christ, and to act in accordance with those, in the performance of my services on behalf of the church. I affirm that it is my responsibility to remain aware of any changes or updates in the rules and regulations of Community of Christ.

I hereby represent and warrant that the information contained in this application is correct and complete to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application or result in my immediate dismissal if I am already serving in a youth-related position. Should any of the information provided or attested in this statement change, I agree to update this application immediately or as requested by church leadership.

**Applicant Signature** – By signing, you affirm that you have read, understand and agree with the statements above. "If applicant is under the age of eighteen (18), parental/guardian signature is required in addition to applicant signature.\*

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature\* \_\_\_\_\_ Date: \_\_\_\_\_



**3) REFERENCE CONTACT/INTERVIEW (To be completed by a church representative)**

Please note that including accurate and complete information on this page is critical to the processing and final decision of the application. Examples of questions for interviewing references can be found in the RCYW Application Guidelines, available online at [www.cofchrist.org/children-and-youth-worker-registration](http://www.cofchrist.org/children-and-youth-worker-registration). Comments should be pertinent, and each section must be filled out entirely. If additional space is needed to summarize a reference's comments, you should attach additional sheets. Please submit completed forms to your pastor or appropriate jurisdictional officer for processing.

\_\_\_\_\_  
*Applicant's Name*

**First Reference:**

Person contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Friend  Member  Other \_\_\_\_\_ Length of time applicant known \_\_\_\_\_  
*(Must be more than 6 months)*

Method of contact:  Telephone  Letter  other \_\_\_\_\_

Name of person making contact: \_\_\_\_\_

Reference's comments about applicant were  favorable  guarded  unfavorable

Summary of reference's comments: \_\_\_\_\_

**Second Reference:**

Person contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Friend  Member  Other \_\_\_\_\_ Length of time applicant known \_\_\_\_\_  
*(Must be more than 6 months)*

Method of contact:  Telephone  Letter  other \_\_\_\_\_

Name of person making contact: \_\_\_\_\_

Reference's comments about applicant were  favorable  guarded  unfavorable

Summary of reference's comments: \_\_\_\_\_

**Third Reference:**

Person contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Friend  Member  Other \_\_\_\_\_ Length of time applicant known \_\_\_\_\_  
*(Must be more than 6 months)*

Method of contact:  Telephone  Letter  other \_\_\_\_\_

Name of person making contact: \_\_\_\_\_

Reference's comments about applicant were  favorable  guarded  unfavorable

Summary of reference's comments: \_\_\_\_\_

Signature of person filing this report \_\_\_\_\_ Date: \_\_\_\_\_

Print name \_\_\_\_\_ Title: \_\_\_\_\_

**4) PERSONAL INTERVIEW – APPLICANT** (To be completed by a church representative)

All children and youth worker applicants must be interviewed by the appropriate church officer, or the person designated to do so by that officer. Before the interview, the interviewer needs to review the Application and the applicant's Record of Contact. The following questions are examples of questions that should be included in the interview.

- Why do you want to be a children and youth worker?
- What do you feel would be your strong points as a children and youth worker?
- What do you feel would be your weak points or things you need to improve?
- What experience have you had working with young people?
- What do you feel was the most important concept you learned in the RCYW Core Training?
- What other training or education, if any, have you received that may help you as a youth worker?
- Describe your involvement in church, children or youth programs as you were growing up.
- Have you faced any issues in your life that you feel may positively or negatively impact your ministry?
- Do you feel like you are capable of being a positive role model for young people? Why?
- Share any church experiences that have been important to you or would be helpful for us to know.

Summary of Applicant's comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of Personal Interviewer**  
*Confidential Information*

I have interviewed \_\_\_\_\_ and reviewed the references.

*Applicant's Name*

**I recommend.** To the best of my knowledge I find the applicant to be of good character and to possess the qualities needed to serve as a children and youth worker in the Community of Christ.

**I cannot recommend** this individual as a children and youth worker in the Community of Christ.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interviewer's signature \_\_\_\_\_ Date: \_\_\_\_\_

Print interviewer's name \_\_\_\_\_ Title: \_\_\_\_\_

**5) ADMINISTRATIVE REVIEW & APPROVAL**

Statement of Church Officer

I have reviewed the Application, Record of Contact, and Statement of Personal Interviewer for

\_\_\_\_\_

*Applicant's Name*

**I recommend.** To the best of my knowledge I find the applicant to be of good character and to possess the qualities needed to serve as a children and youth worker in the Community of Christ.

**I cannot recommend** this individual as a children and youth worker in the Community of Christ.

\_\_\_\_\_ Date: \_\_\_\_\_  
*\* Signature of Church Officer*

\_\_\_\_\_ Phone Number: \_\_\_\_\_  
*Print Name*

Title/Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Church Officer: \_\_\_\_\_

City; State/Province; Zip/Postal Code: \_\_\_\_\_

Nation: \_\_\_\_\_

Approved by Mission Center President or Mission Center Financial Officer  
*(\*signature required, even if it is the same person as above)*

\_\_\_\_\_  
*Signature*

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Mission Center: \_\_\_\_\_

**\*Best practice dictates different officers if possible.**