

# Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER

## Registered Youth Worker Process

Community of Christ Official Church Policy  
Effective January 1, 1998

*Only registered youth workers will be used in the church's children's and youth programs and ministries. Registered youth worker's assistants, persons 15-20 years of age, will only be used under the supervision of a registered youth worker.*

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The procedure for processing registered youth worker applications within the GPNW is as follows:

- 1) The applicant will complete and sign the first two pages of the following five-page form.
  - 2) The congregational pastor or their designee will complete and sign the last three pages of the five page form, including the reference checks, interview with the applicant and recommendation.
  - 3) The church representative who signed the form and conducted the reference checks and interview (#2 above) will then forward the form to the Mission Center Financial Officer (MCFO), William McFarlin, for review. *The applicant must have signed the form and the pastor or their designee must have signed the form in three places.*
  - 4) If approved by the MCFO, the application will then be forwarded to World Church for final processing.
  - 5) Once the application has been completely processed, the applicant's record on the Shelby database will be updated by World Church. The Mission Center Recorder will then notify the pastor 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.
- The current version of the form, completed accurately, must be submitted to the MCFO at least 8 weeks in advance of the camp/event for which the applicant will be serving. This will allow sufficient time for final processing.
  - Effective January 1, 2008, applications that are more than 6 months old from the time the applicant signs it to the time Legal Services receives it will not be accepted.
  - All youth workers and assistants age 15 and up must be registered through this process.

# 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.*

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

Full Name (Last, First, Middle, Maiden/Former): \_\_\_\_\_

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

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

Home Telephone (Include Area Code): \_\_\_\_\_

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

If yes, please indicate the date and nature of the offense. \_\_\_\_\_

Are you currently under investigation, or have you ever been recorded by the Department of Social Services (or any equivalent department/agency) for child abuse and/or neglect or any criminal activity involving a minor?

Yes  No

If yes, please indicate the date and nature of the record. \_\_\_\_\_

*I understand that the church will contact the appropriate agencies if I have answered "yes" to either of the two previous questions, and I give my permission for them to do so.*

Name of congregation/church where you regularly attend: \_\_\_\_\_

Is this a Community of Christ congregation?  Yes  No Current Pastor: \_\_\_\_\_

Pastor's Phone: \_\_\_\_\_ Pastor's E-mail: \_\_\_\_\_

List the name, city, and state/province of other congregations you have attended regularly during the past five years. \_\_\_\_\_

List previous experience working with young people.

\_\_\_\_\_  
\_\_\_\_\_

List any gifts, training, education, or other factors that have prepared you for children and youth ministry.

\_\_\_\_\_  
\_\_\_\_\_

## Personal References

*No relatives*

### Reference #1

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

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

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

### Reference #2

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

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

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

### Reference #3

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

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

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

## Applicant's Statement

I authorize any references or organizations listed in this application to give you any information they may have regarding my character and fitness for children and youth work. I release all such references from liability for any damage that may result from furnishing such evaluations to you, and I waive any right to inspect references provided on my behalf.

Should my application be accepted, I agree to be bound by the rules and regulations and policies of the Community of Christ, and to act in accordance with those, in the performance of my services on behalf of the church.

I hereby attest and certify that I have never been convicted of nor pled guilty to: child abuse, endangering children, gross sexual imposition, sexual imposition, voyeurism, public indecency, any offense of violence, or any existing or former offense of any municipal corporation, 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 do so on a separate sheet.)* I further certify that I have never been discharged from employment or a volunteer position because of any activity covered by the foregoing.

I hereby authorize any present or former employer, person, firm, corporation, physician, or government agency to answer any and all questions and to release or provide any information within their knowledge or records, and I agree to hold any and all of them harmless and free of any liability for releasing any truthful information that is within their knowledge and records. I further authorize the Community of Christ to conduct a check of my police criminal records and agree that I will fully cooperate in providing all information and signing all documents necessary to conduct such a check.

I hereby attest and certify that the above information provided by me is true and correct 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 children- and youth-related position.

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

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

\*if applicant is under 21 years of age

***Please submit this form to your Community of Christ pastor, camp director,  
or other appropriate jurisdictional officer for processing.***

# Community of Christ

Record of Contact  
With Children and Youth Workers Applicant's References  
Confidential Information

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

## First Reference

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Length of time applicant known: \_\_\_\_\_

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: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Length of time applicant known: \_\_\_\_\_

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: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Length of time applicant known: \_\_\_\_\_

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: \_\_\_\_\_

last updated: 03/09/07

# Community of Christ

## Statement of Personal Interviewer *Confidential Information*

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.

- What do you feel are your strong points as a children and youth worker?
- What do you feel are your weak points?
- What experience have you had working with young people?
- Summarize your experience with the church.
- How do you feel about receiving training that will help you become a more effective worker?
- Why do you want to be a children and youth worker?
- Describe your involvement in church children or youth programs as you were growing up.
- As you were growing up, did you face any problems that you feel may impact your ministry?
- How do you and your family feel about giving the necessary time to children or youth work?
- How do you feel about being a role model for young people?

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: \_\_\_\_\_

# Community of Christ

## Statement of Church Officer Confidential Information

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.

\_\_\_\_\_  
*Signature of Church Officer*

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

\_\_\_\_\_  
*Print Name*

Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

City/State or Province/Zip or 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*

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

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