

General Information on Children and Youth Worker Requirements/Application Process:

The children and youth worker application form is part of the process Community of Christ uses to screen those who wish to work directly with children and young people. Priesthood members and anyone working with youth in church programs (youth leaders, Sunday school teachers, camp counselors, etc.) must be a registered children and youth worker (RCYW) or a RCYW assistant. Remember that the registration process is two-fold: completing the application process and completing the required Core Training.

It is important to note that those applying are not registered until the Child Protection Team in the Office of General Counsel (OGC) at International Headquarters checks and authenticates the applications. The intent of the application is to help the church provide a safe and secure environment for young people and to help identify and best utilize the gifts and skills of applicants.

Application Process Summary:

1. Once the applicant fills out the application, it should be given to the pastor. In some situations, the congregation or mission center may have designated another person to process youth worker applications instead of the pastor. If so, the pastor will ensure the application is given to the appropriate person. The pastor or designated person will contact the references listed and personally interview the applicant to determine whether the person is suitable to become a registered children and youth worker/RCYW assistant. *In rare instances a camp director may need to complete the interview and references check. This always should be done with the appropriate pastor's knowledge.*
2. Once the pastor or designated person completes their review of the application, it must be sent to the appropriate mission center officer for review. If the mission center officer is comfortable with the applicant becoming a registered children and youth worker/RCYW assistant, the mission center officer will sign in the appropriate place.
3. Mission center officers should ensure the applicant has a Shelby profile created and then send the application to the OGC Child Protection Team for review at rcywapps@cofchrist.org.

4. OGC will review the application, and, if approved, the registered youth worker status code will be entered into the applicant's Shelby profile. OGC will contact the mission center with confirmation of registration as soon as possible.
5. If successful, those applicants 21 and older will be registered as Registered Children and Youth Workers, those applicants 15–20 years old as RCYW assistants.

Things to Remember When Submitting Applications:

- Over the period of May–August it is common for IHQ to receive large quantities of applications, so there may be some delays. Please allow sufficient time, prior to the scheduled camp/event for the application to be processed. If you require more urgent confirmation, please email or call (816) 833-1000, ext. 2223.
- In some church jurisdictions, police background checks are required by law. This requirement is in addition to the Community of Christ registration process and is not currently a church-wide policy for youth worker registration. Please be sure to check local requirements.
- **If a period longer than six months elapses between application and receipt at OGC, the forms must be resubmitted.**
- If a mission center officer believes a youth worker should no longer be allowed to work with children and youth, please contact the Office of General Counsel to discuss revoking or suspending a youth worker's registration.

Registered Children and Youth Worker Assistants: A Registered Children and Youth Worker Assistant is a subcategory of Registered Children and Youth Worker (RCYW). **The RCYW Assistant designation is for young people between the ages of 15 and 20.**

All priesthood must be Registered Children and Youth Workers or Assistants.

Having applied and been approved, young people between the ages of 15 and 20 who want to work with children and youth in the Community of Christ are registered as Registered Children and Youth Worker Assistants.

The Child Protection (Legal) office will review on at least an annual basis and update the profiles of all RCYW Assistants that have turned 21 since the previous update to signify their current status as Registered Children and Youth Workers.

RCYW Assistant Guidelines:

Registered Children and Youth Worker Assistants must:

- Comply with all of Community of Christ's child protection guidelines;
- Always be in the presence of a fully registered children and youth worker;
- Not be given responsibility for, or left in sole supervision of, a group of children or young people;
- Always have the guidance of a RCYW when planning or preparing activities; and
- Not be on camp staff for senior high camps without the permission of the International Headquarters Child Protection Coordinator and the appropriate administrator for the Mission Center.

Remember: Pairing two children and youth worker assistants together does not comply with criteria. RCYW assistants must always be supervised by a fully registered youth worker who is age 21 or older!

Youth Worker Trainings Available:

Community of Christ offers several types of youth worker trainings. The Core Training course is required for anyone wishing to be a youth worker in Community of Christ. However, the other trainings are options that can be used to supplement the Core Training or provide additional training when appropriate, based on the circumstances.

Available Training Presentations:

- Core Training (Required)
- Administrator's Training
- Boundaries Training
 - Using Good Judgment: Relational Boundaries for Youth Workers
 - Special Circumstances Boundary Review
- Camp Counselor Training
- Child Protection: Quick Review for Camp Staffs

Core Training (REQUIRED): This course covers types of child abuse, strategies for safeguarding youth and preventing abuse, guidance on handling incidents/reporting requirements, and other expectations of youth workers.

Anyone wishing to work with children and young people within Community of Christ must participate in this course and be registered as a youth worker. **Youth worker**

registration is two-fold: completing the application process and attending the required training. Shelby codes to document completion of this training are available via mission centers.

The recommended option for completing the Core training is to attend a live training provided by a facilitator approved by the local mission center and the Office of General Counsel. If a live training is not available, this training can also be completed by watching the recorded video training included on the DVD in the training pack distributed to mission centers. Please contact your mission center for more information.

The Core training course PowerPoint is also available in Spanish and French. (For more information, email [David Davis](#).)

It is also recommended that all current youth workers attend this course, or some other type of child protection review, at least once every couple of years to refresh their knowledge and stay up to date on current child protection policies.

Administrators' Training: This administrator's training course is intended for church administrators such as mission center officers, pastors, and youth leaders who will be implementing and administering the Child Protection Policy. Topics covered in this training include youth worker registration procedures, guidance on reporting incidents, Supervised Participation Plans, Special Circumstances Team meetings, and discussion of some frequently asked questions about the policy. It is available on request from the Office of General Counsel and is available in Spanish and French.

Boundaries Training: The boundaries training is offered in two formats, a group training entitled *Using Good Judgment-Relational Boundaries for Youth Workers* and an individual training entitled *Special Circumstances Boundary Review*.

Using Good Judgment-Relational Boundaries for Youth Workers: Is a group training intended to provide additional information to youth workers who lack experience in working with children and young people, as well as a more in-depth discussion of expectations for youth workers related to exercising good judgment and maintaining appropriate boundaries in interpersonal relationships.

Special Circumstances Boundary Review: Is an individualized training intended for use with those who, in the church administrator's view, need more training related to establishing and maintaining appropriate boundaries when working with children and youth. Participation in this training will likely be a requirement for anyone whose youth

worker status has been suspended or revoked. We also recommend this training for those who require a Supervised Participation Plan.

Camp Counselor Training: This training course is intended to help individuals who will volunteer as camp counselors, CITs, and staff to prepare for the camping experience. This course outlines good practices for staff at camps, helps staff understand some of the interpersonal dynamics at camps, and raises awareness of practical aspects of being a camp counselor.

Child Protection Quick Review for Camp Staff: This training course is intended for use with camp counselors and staff members. It should be provided before the start of the camping season or as part of the staff training immediately prior to a camp. This course includes a review of key child protection topics from the Core Training course, as well as an abbreviated look at important concepts from the camp counselor and boundaries training courses.

For assistance in processing a YW application or to schedule a Core Training session within the Cedar Valley-Nauvoo Mission Center contact Brenda Mitchell at 319-390-4307 or mitchellsonfirst@gmail.com

All FULLY completed YW applications should be sent to Gayla Burgess, CVNMC Admin Asst, for processing with IHQ. They can be emailed to gaylacofc@gmail.com or mailed to 3361 Quail Trail Ct, Marion, IA 52302