



## Children and Youth Worker Confidential Application

*This application is to be completed by all people wishing to serve in any position with 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.*

### APPLICANT INFORMATION

Date of Application	Date of Birth
Full Name (Last, First, Middle)	Other Name
Street Address	
City, State/Province	Zip/Postal Code
Email	Telephone

### 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 and/or neglect or any criminal activity involving a minor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain (include date and nature of the issue)	
Has your youth worker status with Community of Christ previously been removed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain (include date and nature of the offense)	

### 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-month rule might still be approved if the applicant can provide appropriate character references, as further described in the References section below.*

What Community of Christ congregation have you been associated with for the past 6 months?	
If none, list any other churches you have regularly attended for the past 6 months.	
List any other churches or faith communities where you have regularly attended or been involved in the last five years (include name & location)	
Current Pastor	Email
	Phone

## REFERENCES AND APPLICANT SIGNATURE (to be completed by applicant)

- *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 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

Street Address

City, State/Province

Zip/Postal Code

Email

Telephone

### Reference 2

Name

Street Address

City, State/Province

Zip/Postal Code

Email

Telephone

### Reference 3

Name

Street Address

City, State/Province

Zip/Postal Code

Email

Telephone

## APPLICANT 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, 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 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 attach your explanation 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.

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 Signature	Date
Parent/Guardian Signature	Date

Last updated (1/26)

**REFERENCE CONTACT / INTERVIEW (to be completed by church representative)**

Please note that including accurate and complete information on this page is critical to the processing and final decision of the application. 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.

Questions for reference interviews:

- In what capacity and how long have you known the applicant?
- Describe why you think the applicant would make responsible choices and use good judgement when caring for children and youth?
- Share relevant experiences when you've witnessed interactions between the applicant and children or youth.
- Share any concerns you might have about the applicant working with children and youth.

**Applicant Name****Reference 1**

Name of person making contact	Date of contact
Reference Name	<input type="checkbox"/> Friend <input type="checkbox"/> Member <input type="checkbox"/> Other
Length of time applicant known (must be more than 6 months)	Method of contact <input type="checkbox"/> Phone <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Other
Reference's comments about the applicant were <input type="checkbox"/> Favorable <input type="checkbox"/> Guarded <input type="checkbox"/> Unfavorable	
Summary of reference's comments	

**Reference 2**

Name of person making contact	Date of contact
Reference Name	<input type="checkbox"/> Friend <input type="checkbox"/> Member <input type="checkbox"/> Other
Length of time applicant known (must be more than 6 months)	Method of contact <input type="checkbox"/> Phone <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Other
Reference's comments about the applicant were <input type="checkbox"/> Favorable <input type="checkbox"/> Guarded <input type="checkbox"/> Unfavorable	
Summary of reference's comments	

**Reference 3**

Name of person making contact	Date of contact
Reference Name	<input type="checkbox"/> Friend <input type="checkbox"/> Member <input type="checkbox"/> Other
Length of time applicant known (must be more than 6 months)	Method of contact <input type="checkbox"/> Phone <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Other
Reference's comments about the applicant were <input type="checkbox"/> Favorable <input type="checkbox"/> Guarded <input type="checkbox"/> Unfavorable	
Summary of reference's comments	

**SIGNATURE**

Name of person filing this report (print)	
Signature	
Title	Date

## PERSONAL INTERVIEW OF APPLICANT (to be completed by 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. 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?
- Share any church experiences that have been important to you or would be helpful for us to know.

**Applicant Name**

**Summary of Applicant's Comments**

## STATEMENT OF PERSONAL INTERVIEWER (confidential information)

**Applicant Name**

I have interviewed the applicant and reviewed their references.

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

Comments

Interviewer Name (print)

Date

Interviewer Signature

Title

## ADMINISTRATIVE REVIEW & APPROVAL

**Applicant Name**

**Statement of Church Officer**

I have reviewed the application, record of contact, and the statement of personal interviewer for this applicant.

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

Comments

Name of Church Officer (print)

Date

Signature

Phone number

Title/Designation

Email

Address of Church Officer

Zip/Postal Code

City, State/Province

Country

**Approved by Mission Center President or Mission Center Financial Officer**

*\*Signature required, even if it is the same individual as above*

Name of Mission Center Officer (print)

Date

Signature

Mission Center

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

## SHELBY VERIFICATION

I verify that this applicant has been entered into Shelby

The applicant's Shelby ID number

## CHECKLIST – Youth Worker Registration Form

*Before submitting the final application, use this checklist to verify everything is completed.*

✓	TASK
<input type="checkbox"/>	Applicant name, address, and date of birth complete
<input type="checkbox"/>	Two questions answered—ever been convicted, ever been recorded or investigated
<input type="checkbox"/>	Current congregation and current pastor listed
<input type="checkbox"/>	Three references listed and checked (no relatives)
<input type="checkbox"/>	Form is signed and dated by applicant (signed by parent/guardian if applicant is under 18 yrs)
<input type="checkbox"/>	Interviews completed with name of reference, designation (position), date, length of acquaintance, and comments as well as favorable/guarded/unfavorable marked
<input type="checkbox"/>	Interviewer signature, designation, and date (verify they are not spouse or parent of applicant)
<input type="checkbox"/>	Interviewer's comment section filled out with "recommend" or "not recommend" checked, signed with title and dated.
<input type="checkbox"/>	Mission Center officer signed (verify they are not spouse or parent of applicant)
<input type="checkbox"/>	Application should not be more than 6 months old from date applicant signed
<input type="checkbox"/>	Do not submit until applicant is recorded in Shelby