



Community of Christ

Christ's Mission, Our Mission



Canada West Mission

Canada West Mission procedure to process Registered Youth Worker application forms:

As of March 1, 2014, Community of Christ Legal Services must receive applications to become a Registered Children and Youth Worker **at least two weeks** before the applicant proposes to begin working with children and youth. Approval outside this timeframe cannot be guaranteed.

The **Applicant** is to fully complete pages 1 and 2 of the Registered Youth Worker application form and submit to their Pastor.

The **Pastor** is to review the application form and ensure it has been properly completed and conduct interviews for applicant references provided on page 2 (there are sample questions on last page). After conducting the interviews, the Pastor is to complete references (page 3), Statement of Personal Interviewer (page 4) and Statement of Church Officer (page 5) and **submit to** Canada West Mission by e-mailing it to **Lisa Neudorf** (lisa@communityofchrist.ca).

Canada West Mission will process the application form and submit it to Community of Christ Legal Services.

Legal Services will notify the applicant and Canada West Mission of the applicant's authorization and confirmation as a Registered Youth Worker. Please remember the applicant is not a Registered Children and Youth Worker until Legal Services has authorized and confirmed the individual as such. Neither completion of training, nor submission of an application guarantees registration. We look forward to working alongside you on this.

Please note, there are two steps to becoming an approved Registered Youth Worker 1) the application; and 2) the training. Once an applicant has been approved as a Registered Youth Worker, they are not required to go through the application process again. Community of Christ legal does require all RYW to participate in updated training every five years.

For more information contact Lisa Neudorf, CWM Camping & Retreat Specialist (lisa@communityofchrist.ca) or Hazel Browne, Executive Assistant to General Counsel (hbrowne@CofChrist.org).

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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: _____
(*Please ensure submission is no longer than 6mths from completion date)

Full Name: (Last) _____ (First) _____ (Middle) _____ (Other) _____

Present Address: _____

City, State/Province: _____ Zip/Postal Code: _____

Telephone Contact (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. _____

Have you ever been or are you currently under investigation 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.

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Personal References

No relatives please. If applicant is not affiliated with Community of Christ for more than 6 months please consult administrator. We recommend one reference should not be affiliated with Community of Christ.

Reference #1

Name: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Telephone: _____

E-Mail: _____

Reference #2

Name: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Telephone: _____

E-mail: _____

Reference #3

Name: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Telephone: _____

E-mail: _____

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 18 years of age

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

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Record of Contact with Children and Youth Workers Applicant's References:
Confidential Information: All sections must be completed

Applicant's Name

THE REFERENCE INTERVIEWS ARE BE COMPLETED BY PASTOR OR INTERVIEWER

First Reference

Person contacted: _____

Friend/member/other _____ Date: _____ 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: _____

Friend/member/other _____ Date: _____ 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: _____

Friend/member/other _____ Date: _____ 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: _____

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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: _____

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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 (may / may not be as previous)*

Date: _____

_____ *Print Name*

Phone Number: _____

Designation: _____

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: _____

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

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Suggested questions for Interviewer to ask references on youth worker application forms

- Describe why you think the applicant would be responsible in caring for children.
- In what capacity and how long have you known the applicant?
- Tell me how they model good behavior and judgment for children and youth.
- Tell me 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 their ability to be a registered youth worker?
- Tell me why you would feel comfortable leaving your own children or grandchildren in the care of this applicant.

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Youth Worker Registration Form Checklist

- Name, address, date of birth complete
- Two questions answered – ever been convicted, ever been recorded or investigated
- Current congregation and current pastor listed
- Three references listed and checked (no relatives)
- Form signed and dated (signed by parent if applicant is under 18 yrs)
- Interviews completed with name of reference, designation (position), date, length of acquaintance, and comments as well as favorable / guarded / unfavorable marked
- Interviewer signature, designation and date (verify they are not spouse or parent of applicant)
- Interviewer's comment section filled out with "recommend" or "not recommend" checked, signed with title and dated. Top of page 5 completed by person who checks details and makes recommendation.

Send application to Lisa Neudorf (lisa@communityofchrist.ca)