



Community of Christ in Canada

Procedure to process Registered Program Activity Leader application forms:

Community of Christ in Canada must receive applications to become a Registered (PAL) Program Activity Leader at least six weeks before the applicant proposes to begin working with children, youth or vulnerable persons. Approval outside this timeframe cannot be guaranteed. We look forward to working alongside you on this.

1. These are the steps involved in being approved to work with children, youth and vulnerable persons as either (Program Activity Leader) PAL (age of majority +) PAL assistant (ages 15-age of majority)
 - 1.1. the application
 - 1.2. the training
 - 1.3. the annual declaration
 - 1.4. updated training every five years
2. Please note that all four steps above must be completed in order to be registered as Program Activity Leader.
3. Procedure Details:
 - 3.1. The Applicant is to fully complete the application form and submit to their Pastor or Camp Director.
 - 3.2. The Pastor or Camp Director is to review the application form and ensure it has been properly completed and conduct interviews for applicant references.
 - 3.3. After conducting the interviews, the Pastor is to complete:
 - 3.3.1. References
 - 3.3.2. Statement of Personal Interviewer
 - 3.3.3. Submit to the Community of Christ in Canada office by e-mailing it to Bishop of Canada
4. Community of Christ in Canada will process the application form and if approved will provide the applicant (age of majority +) with the letter for procuring a criminal reference check (vulnerable person check where applicable)
5. Once all requirements are met the completed application will be submitted to the Bishop of Canada
6. The Bishop of Canada will notify the applicant and Community of Christ in Canada of the applicant's authorization and confirmation as a PAL/ PAL assistant.
7. Please remember the applicant is not a Registered PAL/PAL Assistant until the Bishop of Canada or designate has authorized and confirmed the individual as such.
8. For more information contact Sam Smalldon, Bishop of Canada sam@communityofchrist.ca



Community of Christ in Canada

Program Activity Leader (PAL) 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, youth or vulnerable persons and is required of all active priesthood members. 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 /Province: _____ 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 or vulnerable individual? Yes No
If yes, please explain (include date and nature of the issue).

Has your Community of Christ youth worker or PAL 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 PAL. 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 over the age of majority, 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/ vulnerable persons. 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: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

Reference #2: Name:

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

Reference #3: Name:

Address: _____

City: _____ Province: _____ 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 working with children, youth and vulnerable persons.
- 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, Canada 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-vulnerable person 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 majority, 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. 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.

Examples of questions for Interviewer to ask references

- 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, youth and vulnerable persons and why you think that.
- Share any relevant experiences (positive or negative) when you've witnessed interactions between the applicant and Children, youth or vulnerable persons.
- Share an example of how he or she models good behavior and judgment for children, youth or vulnerable persons
- Share about any concerns you might have with the applicant working with children and youth or vulnerable persons.
- Tell me why you would feel comfortable leaving your own children, or vulnerable person in the care of this applicant.

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)

POLICY APPROVED 3/17/26. Application form updated: 3/26/26

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, vulnerable person 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, vulnerable person worker?
- What do you feel would be your strong points as a children and youth, vulnerable person worker?
- What do you feel would be your weak points or things you need to improve?
- What experience have you had working with children and youth, vulnerable persons?
- What training or education, if any, have you received that may help you as a children and youth, vulnerable person 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 children and youth, vulnerable persons? 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 /youth / vulnerable person worker in the Community of Christ.

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

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

** Signature of Church Officer*

Print Name

Date: _____

Phone Number: _____

Title/Designation: _____

Email: _____

Address of Church Officer:

City/Province/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.**