



## LEGAL SERVICES TEAM

<i>Karen Minton</i>	General Counsel
<i>Mark Reiter</i>	Attorney
<i>Lori McCrosson</i>	Legal Assistant
<i>Jennifer Dunsdon</i>	Legal Assistant
<i>Penny Edwards</i>	Paralegal
<i>Robert Lewis</i>	Paralegal
<i>Katie Clark</i>	Paralegal

## Contacting Legal Services

### Intake

by Lori McCrosson

Lori McCrosson is the intake person for Legal Services. All requests for assistance, whether by phone, email, fax or mail, should be sent to her. Lori works directly with the attorneys who make staff assignments according to workload.

Please forward lease or contract request forms, insurance certificate(s), business meeting minutes and any other required documents to Lori when requesting a contract or lease. Once Lori receives those documents, you may expect approximately a two-week turnaround time to receive your agreement.

Please help us to provide better service by contacting Lori and forwarding your documents well before your deadline so we can work more efficiently to support the efforts of the Church's volunteers and employees in the field.



## Youth Worker Registration

by Jennifer Dunsdon

Community of Christ requires all persons working with children and/or youth in church activities, including but not limited to Sunday school classes, vacation bible school, Junior and Senior High activities, camps and retreats be either a youth worker assistant (ages 15-20) or a registered youth worker (21 and older).

To become a registered youth worker or youth worker assistant the following steps must be taken:

1. Applicant completes the first two pages of the Children and Youth Worker Application form. This can be found on the church's website: [www.cofchrist.org/legal](http://www.cofchrist.org/legal).
2. Applicant gives completed application to the Pastor of their Congregation.
3. Pastor, or Pastor's designee, contacts all three references and visits with them regarding the applicant's suitability or concerns of the applicant working with youth.
4. Pastor completes page 3 of the application form summarizing who was contacted and what their individual comments were.  
**NOTE: References cannot be related to the applicant in any way.**
5. Pastor contacts the applicant and asks several questions to get a feel for how the applicant will work as a youth worker. (Sample questions are provided on page 4 of the application form.)
6. Pastor completes pages 4 and 5 of the application by checking either "I recommend" or "I do not recommend" on the application and signing.

7. Pastor sends the application to the Mission Center, and the Mission Center officers sign the application indicating whether they approve the applicant being registered.

8. Mission Center mails the application to Legal Services, Attention: Jennifer Dunsdon, Legal Assistant.

**NOTE:** Once the application has been received in Legal Services, please allow at least two weeks processing time.

9. Legal Services completes final review. Once approved information from the application is entered into Shelby.

**NOTE:** An applicant is not considered registered just because they have completed a registration form.

Not all applicants are approved as registered youth workers or youth worker assistants. There are various reasons why an applicant may not be approved including prior convictions of child abuse or concerns regarding the applicant's criminal background, life decisions the applicant has made, or the lifestyle they lead.

Applications for those individuals that want to participate in the 2008 camping programs should be received in Legal Services on or before June 1, 2008.

Questions regarding the Children and Youth Worker Application are to be directed to Jennifer Dunsdon, Legal Assistant, 1/800/825-2806 Ext. 2220, or [jdunsdon@cofchrist.org](mailto:jdunsdon@cofchrist.org). 825-2806 ext. 2220.

