

# RCYW Application – MC Officer Checklist

## Section 1

- Applicant's contact information complete (Name, address, date of birth)
- Three questions answered (*If any answered yes, the applicant has provided supplemental information about the circumstances*)
- Current congregation and current pastor listed (*If applicant does not satisfy 6 mo. rule, at least one of their references complies with heightened reference criteria*)

## Section 2

- Three references listed and comply with general reference criteria
- Form signed and dated (*signed by parent/guardian if applicant is under 18 yrs- see state law*)

## Section 3

- Reference Interviews completed (*Reference information section completed, including Name, date, length of acquaintance, and summary comments as well as favorable/guarded/unfavorable marked*)

## Section 4

- Personal interview completed (*summary of applicant's comments listed*)
- Statement of Personal Interviewer section completed with "recommend" or "not recommend" checked (*Interviewer has signed & dated (verify interviewer is not spouse or parent of applicant)*)

## Section 5

- Statement of Church officer section completed with "recommend" or "not recommend" checked (*Church officer has signed & dated (verify Church officer is not spouse or parent of applicant)*)

- Mission Center officer signs the application to signify their approval

Overall

- Application should not be more than 6 months old from date applicant signed**
- Prior to submitting the application, verify the applicant has a Shelby profile created.**