Central Texas Conference

Steps for Implementing MinistrySafe in Local Congregations

<u>In this document you will find:</u>

A. Your Local Safety Committee
B. CTC MinistrySafe Children/Youth Policy
C. Initial Set-up
D. Awareness Training Video
E. Background Check
F. Monitoring Safety System

<u>A.</u> **Create** a MinistrySafe Safety Committee in your local congregation. The purpose of the Safety Committee is to enable your Children's/Youth Ministries to carry out ministry activities with children and/or youth while safeguarding program participants against emotional, physical or sexual abuse. The Safety Committee will be comprised of the following members:

1. the Senior Pastor or other clergy staff assigned by the Senior Pastor
2. the Children Pastor/Director (staff or volunteer)
3. the Youth Pastor/Director (staff or volunteer)
4. a member of SPRC
5. a member from the Board of Trustees
6. a representative from Missions/Outreach area
7. other optional members that may be determined by your church leadership (e.g. church school director/staff).

Determine who will serve as your Safety System Administrator/s (SSA). This person is the overall administrator who will enter appropriate data/monitor record keeping for all volunteers/staff. Because Pastors may be re-appointed, if a Pastor serves as the SSA, then the best practice is to have a second SSA who is a lay person and can provide maintain continuity in the safety system. A church may choose to have separate "Supervisors" (e.g, youth or children's department) who can manage their specific volunteers on the MinistrySafe dashboard.

<u>B.</u> **Download** the local church policy from the CTC Website: http://www.ctcumc.org/ministrysafe. These policies are designed so that you can insert your individual church's name and the correct titles for your leadership, **but the basic contents/guidelines of the policies are NOT to be changed.**

Must provide a copy of the appropriate policy to each volunteer/staff member and maintain the signed Policies and Procedures Statement of Acknowledgment and Agreement with the volunteer's/staff's records.

MinistrySafe for Licensed Schools and Daycares

"If your church operates a ministry which, by defined licensing requirements, is more appropriately served by one of the other policies provided by MinistrySafe (i.e. A licensed daycare center or open-enrollment charter school), your MinistrySafe Oversight Committee may choose to work under the guidelines spelled out in these policies.

MinistrySafe has provided a document for Day Care Centers and Child Placing Agencies: "How to Comply with Texas SB 471 – A Step-by-Step Description" as well as a set of documents related to each of these areas on the

MinistrySafe homepage (www.ministrysafe.com). You access the documents through your church's already established username and password.

It is important to recognize that staff or volunteers in these ministries are required to complete the same five steps as any other volunteers, but the policy requirements are unique to the day care/school setting. If you have questions about how these policies might be appropriate in your setting, contact MinistrySafe directly at 817-737-7233."

<u>C.</u> Initial Set-Up

Step 1: Establish a Safety System Administrator (SSA)

- Email ministrysafe@ctcumc.org to request that an individual be added as an SSA to your church's dashboard.
    - Provide full name and email address

Step 2: Log in to safetysystem.ministrysafe.com as an SSA

Step 3: Review Organizational Settings

Set options for training renewal, minimum scores, and department "Tags"

- In the upper right corner, find the "Settings" icon (a gear wheel)
- Click on it and choose the drop-down option "Organizational Settings"
- Awareness Training is automatically renewed every 2 years; however, a church can select between 1 and 3 years.
- The Minimum Acceptable Score for the Awareness Training is set automatically at 70%; however, it can be increased to up to 100%.
- To add a "Tag" for different departments or ministries (e.g., children or youth), simply type the title and click "ADD TAG"

Step 4: Add Users

Enter users (also known as volunteers and staff) onto the dashboard. (NOTE: An email address is required in order to add a user.)

- From the "MANAGE USER" page, click the green button "Add User"
- Complete the Username (no email address here), Email, First/Last Name
- Select the Role (Trainee is most volunteers and staff; Supervisor is for staff who manage their own departments; SSA is you!)
- Select Employee/Volunteer
- Click "SAVE" (if the window doesn't automatically close, just click on "Manage User" Tab to return)
- Each new user will receive a Welcome Email from MinistrySafe in which they will be invited to set their own unique password.
- All Users will be able to log on to www.MinistrySafe.com (with the Username you gave them and their new password) in order to watch the training video, edit their information, etc.

Step 5: Record Screening Process

This allows the SSA/Supervisors to update each user's progress toward compliance.

- From your "MANAGE USERS" page, click on the blue person icon of the volunteer you want to view.

- When the User Info box pops-up, click the box(es) to indicate which parts of the Screening Process have been completed:
    - Application
    - Reference
    - Interview
    - Policy (read and signed)
- Save your changes! Notes can also be written in this window. Save those too!
- These written documents must be kept in a secure, known location with an approval/review process understood by your Safety Committee.

***Sample Screening Forms** from MinistrySafe are available under the "Documents" tab on the left side panel of your dashboard. This includes sample interview questions, sample applications for teens and adults, and sample reference questionnaires. You may also find them on the CTC MinistrySafe webpage or, more directly, https://www.ctcumc.org/screeningdocuments

D. Awareness Training Video

Step 1: Send Training Video

- On the left side panel, click "ONLINE TRAINING" and select "SEND TRAINING".
- From your list of users, check the ones to be sent a Training Video.
- Click the blue "SUBMIT" button.
- A pop-up window will ask for the due date and type of training.
- Select the standard "Sexual Abuse Awareness Training."
- You can select a date up to one year ahead (at least a few months is recommended so the video will remain on their User Page until that time.)
- Click the blue "SEND" button
- The User will be sent a notification email inviting them to log on to MinistrySafe and view the video. Once they log on, they will click "VIDEO/QUIZ" on the left side panel of their User Page.

Step 2: Customize Email Notification (optional)

- You can customize the email, which invites Users to watch the video on their User Page, by clicking "Email Template" under "ONLINE TRAINING" on the left side bar.
- Click the green "Add New Template."
- Be sure to click "Active" and "Save Email" for it to work.

Step 3: View Quiz Results and Certificate

- The SSA will receive email notification when a Trainee has completed the Training Video and Quiz. The dashboard will automatically update to reflect completion and when the quiz will need to be renewed.
- Users can print their certificate from "My Certificates" on the left side panel under "ONLINE TRAINING"
- An SSA can see quiz grades and print certificates from the User Info page.

- From the “MANAGE USER” page, click on the blue person icon of the user you want view.
- When the User Info window pops up, find in the upper right corner the “Video Training Link” and click on it to see the grade and print certificate.

* The MinistrySafe website has step-by-step instructions and tips located in the **“Help Center”** section. Find the “Help Center” on the left side panel and select which topic you need help navigating.

E. Background Check

Conduct the required Criminal Background Check through the MinistrySafe website or another comparable provider.

Step 1: Set up and Authorize Your Account

- If you were previously using Skillful Screening Solutions (owned by MinistrySafe), you can now use your dashboard to order background checks for a one-stop service experience (instead of calling a separate number).
- All Skillful Screening Solution accounts must be re-authorized with MinistrySafe due to the streamlining of services. Please call MinistrySafe (817-737-7233) to be sent re-authorization forms.
- To start using MinistrySafe for your background checks for the first time, please call them to set up authorization and billing information.
- *NOTE: Be sure to tell them you are with Central Texas Conference to receive special reduced pricing.

Step 2: Order Background Checks

- Click “BACKGROUND CHECKS” on the left side panel and Select “Order” from the drop down options.
- You will see a list of your users. Click on the user you want and select the “Level” of security report.
    - Level 1 is the lowest level recommended for volunteers or Level 2 if a volunteer will be driving; Level 5 and above are appropriate for paid staff. NOTE: Level 6 and 7 are highly specialized and expensive searches. To see a description of the search options provided by MinistrySafe click here.
    - The Central Texas Conference has special pricing with MinistrySafe for Level 1-5 searches. Please contact the Center for Mission Support (817-877-5222) for a pricing sheet.
- Click blue “Order” button. You will be asked if you have verified (with ID or Driver’s License) the identity of your User.
- An email will be sent to your User requesting information to conduct a background check.
- When the report is ready, you can view it by clicking “MANAGE” under “Background Checks” tab. To view it, click “link to update data.”
- Then you must click the green “ACCEPT” button or red “REJECT” button as verification that you have read the report.

- NOTE: If you use a different vendor for background checks, you must keep written or digital records of those reports in a secure, but known location with an approval/review process understood by your Safety Committee.
- Level 1 reports usually take 48 hours to complete, while Level 5 reports can take up to 5 business days.

F. Monitoring

Successful implementation will require periodic monitoring for compliance with the steps of the safety system. The Safety System Administrator (SSA) and Supervisors will monitor the completion of the five step process for staff/volunteers and report compliance to the MinistrySafe Safety Committee.

- Do NOT delete any persons from your MinistrySafe account. You can make a User inactive if, for example, that person no longer attends church. On their User Info page, find the Settings button in the upper right corner. Click "Edit User Info" and un-click "Active" box.
- If a person transfers membership from another CTC church or another church using MinistrySafe, that person's compliance records can also be transferred. The "home" church needs contact MinistrySafe to ask that Users information be transferred.
- When attending a Central Texas Conference sponsored event (such as Chrysalis, Children's Bible Camp, CTCYM Mission Trip), a Compliance Verification Form needs to be completed by the local church with the names of all the MinistrySafe compliant adults who will be attending the event and supervising children/youth. Click here to obtain a Compliance Form.

Central Texas Conference Service Center

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