

SAFE CHURCH AUDIT FORM FOR CALENDAR YEAR 2013

Submit to the Bishop's Office by March 1, 2014

CONGREGATION _____ LOCATION _____

II. MANDATED CRIMINAL AND MOTOR VEHICLE BACKGROUND CHECKS – required for all employees, safe church ministers, volunteers who regularly work with children, wardens and treasurers.

Please list (use separate sheet if necessary)

All Employees

(√)

NH Criminal
complete

DMV
Complete

SecureSearch
Complete

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Volunteers who regularly work with children or youth

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Wardens

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Treasurer

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

Safe Church Minister

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

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| | <u>NH Criminal complete</u> | <u>DMV Complete</u> | SecureSearch Complete |
|--|---------------------------------|--------------------------|--------------------------|
| Eucharistic Visitors, Pastoral Visitors, etc. | | | |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If background checks are pending or incomplete, attached separate sheet with explanation.

II. MANDATED SAFE CHURCH TRAININGS

Wardens, lay employees, Eucharistic visitors, pastoral visitors, Stephen ministers, EFM mentors, all regular Sunday school teachers, nursery workers, and volunteers who regularly work with children or youth are required to attend the Diocesan Safe Church trainings (includes initial and refresher trainings.).

Have all mandated members complied with this requirement? Yes No

If not, please list those individuals who have not yet attended training. *(use a separate sheet if needed)*

| | (√) Employee | Warden | Volunteer |
|-------|--------------------------|--------------------------|--------------------------|
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

III. Has your congregation adopted the diocesan Safe Church Policy & Procedures and registered additional requirements with the Bishop's Office? (as outlined on page 3 of the Diocesan Safe Church Policy)

Yes No

If not, when do you expect it to be adopted? _____

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Please briefly describe how you have communicated your safe church policy with the wider congregation.

Where is your policy displayed for the congregation to review?

IV. The Safe Church Minister for 2014 will be _____.

Safe Church Minister contact information (mailing address, phone numbers, email address):

V. Has your congregation fully complied with the Safe Church policies and practices over the past year?

Yes No

If there are areas where you are out of compliance, please identify and explain. *(use a separate sheet if needed)*

VI. Is there anything else you'd like to share with the Bishop's Office and Safe Church Trainers as they seek to make our diocese a safe community? *(use a separate sheet if needed)*

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VII. Please list non-church groups using/meeting in your church buildings. (i.e. scouts, daycare, pre-school, AA, etc.) *(use a separate sheet if needed)*

| | Meet daily, weekly, monthly? | Insurance Certificate on file at church? |
|-------|---------------------------------|--|
| _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |

SIGNATURES

| | | |
|---|---------------------|---------------|
| _____ Safe Church Minister | _____ Print Name | _____ Date |
| _____ Vestry/Bishop's Committee Member | _____ Print Name | _____ Date |
| _____ Rector/Vicar/Priest-in-Charge | _____ Print Name | _____ Date |

For questions regarding Safe Church records, questions and schedules, contact Tammy Trahan, ttrahan@nhiscopal.org. For questions regarding Safe Church policy, practice and training curriculum, contact Hannah Anderson, handerson@nhepisocopal.org. They may be reached by phone at 603-224-1914.