

SAFEGUARDING GOD'S PEOPLE

Administrator's Guide

***Section One: for Preventing Sexual
Harassment***

***Section Two: for Preventing Sexual
Exploitation***

***Safe Church Ministry
Episcopal Diocese of Texas
2010***

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Policy Prohibiting Sexual Harassment and Sexual Exploitation

Why we Have These Policies

In his first letter to the Church at Corinth, St. Paul urges members of that community to engage in a way of life that will show outsiders the nature of the community which is to be a reflection of Jesus.

Jesus himself teaches us again and again to meet each other with love, compassion and humility. As did Jesus, we are called to use whatever power we have to heal, not to “lord it over” others.

The final promise of our Baptismal Covenant asks us to “. . . strive for justice and peace among all people, and respect the dignity of every human being.” The Diocesan policies for the protection of children and youth from abuse and for the prevention of sexual exploitation and harassment of adults give life to that Baptismal promise.

At Ordination, clergy – both priests and deacons - take on an additional set of promises, including the promise to pattern their life in accordance with the teachings of Christ in order to be “a wholesome example” to their people.

The Episcopal Diocese of Texas is committed to maintaining an environment free of abuse, exploitation and harassment in its churches, schools, and institutions. It is a commitment the Diocese requires all ministers of the Church, lay and ordained, to make and uphold.

Responsibility for Administration

The Heads of Congregations, the Heads of Schools, Executive Directors or any other person serving in these or equivalent roles in Diocesan institutions are directly responsible to the bishop for the implementation and administration of the policies and procedures outlined in *Safeguarding God’s People: Preventing Sexual Harassment and Sexual Exploitation of Church Workers*.

The implementation and administration of these policies and procedures may be delegated to other staff members or volunteers, but the ultimate responsibility may not be delegated. Supervision of these administrative processes by the Heads of Congregations or Schools, Executive Director, etc. is required to assure appropriate compliance and confidentiality.

Anyone who administers *Safeguarding God’s People* must have received the full *Safeguarding God’s People (Prevention of Harassment AND Prevention of Exploitation)* training and have the results of a completed background check in their personnel file.

It is essential that the administrator of these policies have a current copy of the policies on hand and be extensively familiar with them and required procedures in order to make appropriate decisions about their application in the local ministry setting. The Administrator is to contact the Rev. Cecilia Smith, Safe Church Minister, (csmith@epicenter.org or 512-478-0580) at any time for clarification of the policies or guidance in applying them.

How to Use This Guide

The Administrator's Guide for *Safeguarding God's People: Preventing Sexual Harassment and Sexual Exploitation of Church Workers* is designed to assist you with the required record keeping designated in the Policy Prohibiting Sexual Harassment (pages 4 – 10) and Policy for the Prevention of Sexual Exploitation of Adults (pages 11 – 19 of the policy manual).

The records and files that you maintain for employees and volunteers are very important as they document your compliance with diocesan policies and will be critical if there is ever a harassment or exploitation complaint lodged against someone in your church, school, or institution. If you have any questions about required documents or records or questions about who needs training, contact the Safe Church Office (1-800-947-0580 or 1-512-478-0580 safechurch@epicenter.org).

Please note the following:

1. All *Safeguarding* documents for an individual may be kept in one file for that individual. That is, if they are certified in *Safeguarding God's Children* and *Safeguarding God's People* (Prevention of Sexual Exploitation and/or Prevention of Sexual Harassment), keep all of the documentation in a single file folder, paper or electronic.

If an individual has a recent (within five years) background check for *Safeguarding God's Children*, you do not need to run a new check for the "Exploitation" training in *Safeguarding God's People*. They must complete the application and you must check the references they provide. You must conduct the personal interview.

2. Employees do not have to take the *Preventing Exploitation* training unless they have a Pastoral Relationship (see Policy Preventing Sexual Exploitation page 11, A & B).

- 3 If you have an Administrator who maintains the *Safeguarding God's Children* files, you may wish to have them administer *Safeguarding God's People* files as well. If you have a different person for the latter job, be sure they know to coordinate their work so as not to duplicate files unnecessarily.

In so doing, please note: As with *Safeguarding God's Children*, the heads of churches, schools and institutions are directly responsible to the Bishop for the implementation and administration of the policies and procedures stated in *Safeguarding God's People: Preventing Sexual Harassment and Exploitation of Church Workers*. While the administration of such policies and procedures may be delegated, the ultimate responsibility may not be delegated. The head of church, school or institution is required to assure appropriate compliance and confidentiality.

4. *Preventing Sexual Exploitation* and *Preventing Sexual Harassment* are two separate trainings and require two different sets of administrative tasks. Be sure to administer each in accord with its guidelines.

Section One

How to Administer *Safeguarding God's People: Preventing Sexual Harassment*

Administrative Interfacing of Safeguarding God's Children and Safeguarding God's People - Preventing Sexual Harassment

For Current Employees: All employees are required to be certified in *Safeguarding God's Children* which means that they should already have an application, reference check results, personal interview results, background check results and the SGC certificate of training in their personnel files. If their background check is still valid (completed within five years) and they are NOT (1) clergy; (2) head of school or institution; (3) supervisors of employees or volunteers; or (4) member of the Standing Committee of the Diocese, begin with item number 2 on page 8, *Dissemination of Policy*) to read how to comply with the requirements of *Safeguarding God's People – Prevention of Sexual Harassment*.

For New Employees: All new employees must comply with the *Safeguarding God's Children* certification requirements (see *Diocesan Policies for the Protection of Children and Youth from Abuse*). Please refer to the *Administrator's Manual* in *Diocesan Policies for the Protection of Children and Youth from Abuse*. Once these requirements are satisfied, you may follow the procedure above for Current Employees in order to comply with the requirements for *Safeguarding God's People- Prevention of Sexual Harassment*.

Administration of Policy Prohibiting Sexual Harassment

Definition

The Equal Employment opportunity Commission (EEOC) states that sexual harassment under Title VII of the federal Civil Rights Act of 1964 includes:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a basis for employment decision affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

Entities Subject to EEOC Guidelines

Entities (churches, schools, diocesan institutions) with fifteen (15) or more employees must comply with Title VII of the federal Civil Rights Act of 1964. The Equal Employment Opportunity Commission has issued guidelines for preventing and responding to sexual harassment under Title VII. These guidelines presuppose that all employees receive training in how to define, recognize, prevent, and report sexual harassment.

In 2006, General Convention adopted a resolution requiring all dioceses and congregations to enact policies to protect church workers, both employees and volunteers, from sexual harassment. To that end, all churches, schools and diocesan institutions in the Diocese of Texas will comply with the Diocesan *Policy Prohibiting Sexual Harassment*.

If your church, school or diocesan institution has more than fifteen (15) employees, please be aware that, in addition to reporting any instances of sexual harassment to the Diocese, an employee may also file a charge of discrimination or harassment with the EEOC.

All complaints of sexual harassment must be taken seriously and reported as outlined in the *Policy Prohibiting Sexual Harassment*.

Administrative Guidelines and Procedures

The Episcopal Diocese of Texas prohibits and will not tolerate sexual harassment of Church personnel in any of its diocesan entities. (from Policy Prohibiting Sexual Harassment, page 4).

1. Training in the Prevention of Harassment

Diocesan trainers will conduct the three hour trainings in the prevention of sexual harassment for those listed below. These trainings will be scheduled by Convocation throughout the year. Registration for these trainings will be through the Safe Church Office using the on-line registration form. Directions to this site are on page 7.

The following individuals must complete the 3 hour training *Safeguarding God's People: Preventing Sexual Harassment of Church Workers*:

- All clergy
- Heads of congregations, schools and diocesan institutions
- Supervisors of employees and volunteers in congregations, schools and diocesan institutions
- Diocesan Standing Committee members

The training must:

- be conducted by a certified *Safeguarding God's People: Prevention of Harassment Diocesan* trainer
- be completed within three (3) months of an individual's "start" date
- include a policy review and copy of the *Policy Prohibiting Sexual Harassment*
- be repeated every five (5) years

At the conclusion of training:

- At the completion of the training, the individual – employee or volunteer - must sign and return the Acknowledgement form which will then be placed in their personnel file. The Acknowledgement form is found on page 8; individuals will be asked to sign it at the conclusion of the training.

2. Dissemination of Policy

The following individuals must receive a copy and facilitated review of the *Policy Prohibiting Sexual Harassment* and return the signed Acknowledgement Form (page 8) to their supervisor:

- Employees
- Volunteers who function as employees

3. Personnel Files

All personnel files must remain confidential and be stored in a locked file cabinet.



Registering for *Safeguarding God's People: Prevention of Sexual Harassment*

To register people for this training, do the following:

- Go to the Diocesan web page: www.epicenter.org
- Click **Safe Church Ministries** in the middle of the first page
- On the page that comes up, click **Safeguarding God's People**
- On the next page, check the calendar of trainings. Have the individual who is registering for the training choose one she/he will attend
- Provide the registrant with a copy of the registration form on page 10 to register for the *Preventing Sexual Harassment* training.

If anyone has difficulty registering, please have them call the Safe Church Office for assistance: 512-478-0580 or 1-800-947-0580

While we will offer trainings in various parts of the diocese, an individual may attend any training in any location.

Acknowledgement

I acknowledge that I have received and reviewed a copy of the Policy Prohibiting Sexual Misconduct of the Episcopal Diocese of Texas.

I have read and understood this policy and agree to comply with it in all respects. I have also received the required training on this date on the Policy for the Prevention of Sexual Harassment of Adults and agree to comply with these policies and guidelines.

Printed name: _____

Signature: _____

Date: _____

Church, school or institution where I work _____

Location (City) _____



Registration for *Safeguarding God's People – preventing sexual harassment*

Print Name _____ M() F()

Home Address _____

City _____ Zip _____ Preferred Phone _____

Church, School or Institution for which you are taking the training _____

_____ City _____

Your position at above _____

What employee positions do you supervise? _____

Date & location of training you will attend: _____

Have you completed an application for employment at the above entity? Yes No

Has your background check been completed and filed in your personnel file? Yes No

Have you completed training in *Safeguarding God's Children*? Yes No

When complete, email or mail to:

Fax: 1-866-898-8976

Email: csmith@epicenter.org

Mail Address:

Safe Church Registration,
Episcopal Diocese of Texas
P. O. Box 2247
Austin, TX 78768

Questions or assistance: 1-512-478-0580 to speak with Safe Church Office

Section Two

How to Administer *Safeguarding God's People: Preventing Sexual Exploitation*

Administrative Interfacing of Safeguarding God's Children and Safeguarding God's People: Preventing Sexual Exploitation

For Current Volunteers: All volunteers who work with children and youth are required to be certified in *Safeguarding God's Children* which means that they should already have in their personnel file: (1) an application, reference check results, personal interview results, background check results and the SGC certificate of training in their personnel files. If their background check is still valid (completed within five years) it may serve as the background check for the *Safeguarding God's People-Prevention of Sexual Exploitation* background check requirement. They will only need to take the three hour SGP training in the prevention of sexual exploitation to complete this certification. The Certificate for this training may be placed in the same file as their documents for *Safeguarding God's Children*.

For Volunteers who are not certified under *Safeguarding God's Children*

Those who are not certified under SGC must complete the application, reference check, personal interview, training and have a background check run as outlined in the following pages.

Administration of Policy Prohibiting Sexual Exploitation

A. Definitions

Sexual exploitation is the development or attempted development of a sexual relationship between a person in a ministerial position, lay or ordained, and an individual with whom he or she has a pastoral relationship.

A Pastoral Relationship is a relationship between a clergy person and any person:

- Who attends a congregation or other ministry setting in which a clergy person serves;
- Who seeks ministry from the clergy person; or
- Who is a lay minister, whether employee or volunteer

Others with Pastoral Relationships: In addition to clergy, other persons with Pastoral Relationships include the following:

- Vestry members
- Stephen Ministers
- Community of Hope (those trained by FIND or other licensing group)
- Spiritual Directors
- Ministers of any sacrament outside of any public worship
- Lay Eucharistic Visitors
- Hospital visitors (authorized by your church)

- Life leadership/peer coaches
- Leaders/facilitators of small groups: e.g. Bible Studies, Cursillo leaders, EFM Mentors; New Member Ministry, Prayer Ministries
- Licensed Worship leaders
- Licensed Preachers
- Licensed Catechists
- Lay vicars
- Lay chaplains
- Interns
- Persons who do field work

B. Administrative Guidelines and Procedures

Requirements for Certification

Persons engaged in the designated ministries in a congregation must be certified in *Safeguarding God's People: Preventing Sexual Exploitation of Adults*. Certification includes:

1. Being known to the leadership of the congregation for at least six months
2. Completing an application form that includes an authorization for the release of information to conduct background screening and reference checks
3. Satisfactory background check results
4. Satisfactory reference check results
5. Personal interview and notes from interview
6. Three hour training in *Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith* and diocesan issued completion certificate.
7. Receipt and review of the diocesan policy manual: *Safeguarding God's People: Preventing Sexual Harassment and Exploitation of Church Workers*

The Application Form, Background Check Release, Reference Check Questions and Report and Personal Interview Questions and Response Sheet are found in this document beginning on page 14. The Policy Manual is available on CD and electronically via e-mail. Call or email the Safe Church Office if you need a copy in either format.

Document Maintenance

All documents related to numbers 2-5 above and a copy of the completion certificate for training are confidential and must be kept in a secure, locked file.

If the individual already has a file for *Safeguarding God's Children*, and that file has a current (within five years) background check report, that report will fill the requirement for *Safeguarding God's People*. It must be re-run every five years as long as the individual continues in ministry with children or with adults. All documents for the latter program may be kept in the same file as the documents for the former.

In the Administrator's Packet there is a Check List upon which you may note the dates of trainings and receipt of background check results.

C. Training and Trainers

Each congregation is expected to have its own trainer or trainers for *Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith*. By mutual agreement between rectors, neighboring congregations may share a trainer or trainers. Rectors must notify the Safe Church Office of this arrangements so that we may set up our files accordingly. The Safe Church Ministry Office will post dates and locations for training of trainers on the Safe Church pages of the diocesan web site. We will not post congregational trainings as we expect those to be arranged according to the calendar and needs of each congregation or paired congregations.

The registration forms for training which are to be found in the Document Packet (beginning on page 16) should be copied and used to register participants in the local training. Do not submit the registration form to the Safe Church Ministry Office until the training is completed, then send the registrations and the sign-in sheet to the Safe Church Office

Given the 90 day window for completion of certification, it is recommended that congregations regularly schedule a training every 3 months to accommodate persons entering any of the ministries for which certification is required. If there is no one to train, that training date is skipped and persons new to the ministry will join the next quarterly training.

D. Background Checks

Background checks should cover the applicant's history for seven (7) years. Checks must be re-run every five (5) years. (Refer to above under "Document Maintenance"). The minimum background check requirement is:

- A nationwide criminal background check and sex offender check
- If the individual will have financial responsibility, a credit check must also be ordered
- If the individual will transport others as part of her/his ministry, a driving record check must be ordered

Each congregation, school or institution may select its provider of choice for background checks. However, they must be sure that the check is nationwide for both criminal and sex offender records. There is a link to *Intellicorp* on the Safe Church web page of the diocesan Web site if you wish to click it to set up an account with them. The Safe Church Office can also email you the information to link to *Choice Point (Lexis Nexis)* and *Castle Branch*, two additional companies who have agreed to work with our churches and schools to help them set up an account.

If you choose to send your release for the background check through the diocese, send the release form to: Background Check, Episcopal Diocese of Texas, 1225 Texas Ave., Houston, TX 77002. They will submit it to *InfoQuest* and *InfoQuest* will send you the results and bill you for the background check.

Background checks must be completed before a person begins his/her ministry.

Evaluating Background Check Results

If the background check results show any criminal or sex offender convictions, please contact the Safe Church Office for guidance on how to proceed. If the report shows any convictions for other than a minor offense, we suggest that you also contact the Safe Church office to evaluate the applicant's suitability for the particular ministry in which they wish to serve.

E. Time-Frame for Completion of Required Items

All of the items listed in “B” items 2-7 above must be completed within ninety (90) days of an individual beginning their ministry. It is recommended that individuals complete the background check release form at the time they complete the application so that the release may be submitted and results received as soon possible into the 90 day period.

Diocesan Contact Information

Safe Church Ministry: Questions and Program Assistance:

The Rev. Cecilia B. Smith
P. O. Box 2247
Austin, Texas 78768
1-800-947-0580 or 1-800-478-0580
csmith@epicenter.org
Secure fax for reports: 1-866-241-7050
Safe Church Fax: 1-866-898-8976

Marty Brickley
P. O. Box 2247
Austin, Texas 78768
1-800-947-0580 or -800-478-0580
mbrickley@epicenter.org

Report of Inappropriate Behavior, Policy Violations or Confidential Queries:

To the head of your congregation, school or diocesan institution/program **and/or**
The Rev. Cecilia B. Smith – use contact information noted above OR
The Rev. Canon Ann Normand, 1225 Texas Ave. Houston, TX 77002
1-800-318-4452 or 1-713-520-6444 anormand@epicenter.org

Document Packet for Administrator to Use with Volunteers: Preventing Sexual Exploitation

- **Application**
- **Reference check Response Form**
- **Personal Interview questions**
- **Background check release form**
- **Training registration form**
- **Check List for Required Documents and Procedures**

Photo-copy forms as needed

Application for Volunteers

Today's date _____

Ministry Position sought _____

Name _____

Address _____

City _____ State _____ Zip _____

Driver's License: State _____ Number _____

Phones: (home) _____ (work) _____

Email _____ Best time to contact you _____

Please list all the countries and states you have lived in for the past 10 years:

What Ministry are you seeking? _____

What interests you about this ministry? _____

What has prepared you for this ministry? _____

Volunteer experience or employment

Organization	Duties	Dates	Contact	Phone

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References: List three references who are not related to you whom we may contact

Reference Name	Address (city, state, zip)	Daytime Phone	How long have you known this person	Relationship to you

Have you ever been convicted of or pled guilty to or no contest to a crime other than a minor traffic violation? Yes _____ No _____

Have you ever been accused of physically, sexually, or emotionally abusing a child or adult? Yes _____ No _____

If yes to either of above, please explain. _____

Signature _____ Date _____

Authorization and Release for Background Checks

To the best of my knowledge, the information contained in my application form is complete and accurate. I understand that providing false information or omitting information is grounds for not choosing me for a position or discharging me if the falsity or omission is later discovered.

I authorize any person or organization, whether or not identified in my application, to provide any information concerning my previous employment or volunteer service, including but not limited to criminal conviction record, sexual offender registry, credit history, and deriving record to the Episcopal Diocese of Texas of the congregation, school or institution involved. I hereby release the Episcopal Diocese of Texas or the congregation, school or institution from any liability in connection with any background check or inquiry.

I understand that if I am selected for this ministry, the relationship is at will, and may be terminated by me or the congregation, school or institution at any time for any reason.

Signature _____ Date _____

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For Administrative Use Only

Reference Calls Record Form

Name of Applicant _____

Name of Reference _____

Suggested introduction: "This is (*your name*) calling from (*name of church, school, institution*). I am making a reference call regarding (*name of applicant*) who is applying for (*name position/ministry for which person is applying*) for us at (*name church, school or institution*). She/he has listed you as a reference and I have four questions I would like to ask you: (*Suggestion: If you get voicemail, you may use this same message and ask the four questions. Leave your name again and phone number. Experience has shown that this request for information is usually promptly answered.*)

1. Please give me an example of how the applicant maintains good boundaries with adults.

2. Have you ever heard the applicant tell a joke or say or do something that made others feel uncomfortable?

3. Would you be comfortable referring a vulnerable friend of yours to the applicant for pastoral care? Yes ____ No ____

Why or why not? _____

4. The volunteer position for which the applicant has applied requires that she/he be able to work closely with people whose lives may be in turmoil and who may not have good judgment at this point in time. Can you think of any reason that the applicant not be allowed to do this work? Yes _____ No _____

If yes, please explain: _____

Thank you very much for your time and attention.

Interviewer's name _____ Date _____

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Volunteer Interview Form

Administrative Use Only

You may use the following form and questions for the personal interview with the applicant. Additional questions, if needed, may be found on pages 29-30 of the Safeguarding God's People policy manual.

Applicant's name _____ Date of Interview _____

1. Please give an example of a "boundary violation." Has that ever happened to you, or has anyone ever said that you violated boundary? [YES NO] If "yes" please explain.

2. Has disciplinary action of any sort ever been taken against you by a licensing board, professional association, ecclesiastical body of educational or training institution? [YES NO]. Have there been complaints against you that did not result in discipline? [YES NO] Are there complaints pending against you before any of the above named bodies? YES NO] If "yes" to any, please explain.

3. Have you ever been asked to resign or been terminated by an employer or an organization where you were a volunteer? [YES NO] If "yes", please explain.

4. Have you ever been charged, formally or informally, with any ethics violation, sexual exploitation, sexual abuse or sexual harassment? [YES NO] Are any such actions or complaints pending against you? [YES NO] If "yes" please explain.

5. Have you ever had a restraining order, injunction, or order for protection issued against you? [YES NO] If "yes" please explain.

6. Have you ever been accused of neglect or domestic violence? [YES NO] If "yes" please explain.

Interviewed by _____ Date _____

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DIOCESE OF TEXAS BACKGROUND CHECKS POLICY

Background checks are required for the following:

1. all paid employees (full- and part-time), including day school employees
2. all nursery workers (paid or volunteer)
3. volunteers who regularly supervise children or youth activities
4. Teachers in Sunday or weekday/night programs for children and youth, including leaders and directors.
5. any volunteer who supervises an overnight youth event
6. camp counselors
7. Adults in the ministries designated in *Safeguarding God's People: Preventing Sexual Exploitation*
8. in addition to the background check persons having financial responsibility, such as posting to ledgers, writing or signing checks must also have a credit check. (Requires Fair Credit Reporting Act (FCRA) Disclosure and Release Form)
9. in addition to the background check persons transporting children must have a driving records check.

Background checks, credit check and driving records check are to be filed in the individual's personnel records of the church, school or institution. The Diocese only keeps background check information on clergy. Churches, schools and institutions are responsible for keeping the aforementioned documentation for employees and volunteers in the individual's personnel file.

If you wish the diocese to assist in the initiation of a background check, please have the person to be checked sign the release form and send it to Background Checks, Diocese of Texas, 1225 Texas Avenue, Houston, TX 77002. The background check will be initiated, and the report and billing will be sent directly to you.

BACKGROUND INQUIRY RELEASE FORM



In relation to my serving in The Episcopal Diocese of Texas, I understand and authorize the access of public information from various federal, state and other agencies maintaining information regarding any public information. I also understand that this information may be accessed during my service and up to thirty (30) days after separation from this diocese. I hereby consent to you obtaining various public record information and other information from Diocesan/Church employers or agencies, by InfoQuest and/or any other party or agency in accordance with the Fair Credit Reporting Act and any and all state and federal laws. I also understand that the requested information below is to be used for proper identification only and not for discriminatory purposes.

Signature: _____ Date: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION. PLEASE PRINT!

Volunteer/Position Sought _____

Church Name _____ City _____

Your **Full** Name _____

Social Security Number _____ Date of Birth _____ Gender ____ M ____ F

Driver's License Number _____ State _____

Current Home Address _____

City/State/Zip Code _____ County _____

List previous addresses for last ten (10) years (use additional page if needed):

Previous Home Address _____

City/State/Zip Code _____ County _____

Previous Home Address _____

City/State/Zip Code _____ County _____

Transports Children or adults for a Church/School/Institution	Yes	No	Has Financial Responsibility for a Church/School/Institution	Yes	No
--	-----	----	---	-----	----

COMPLETE THIS FORM AND RETURN IT TO YOUR RECTOR OR HEAD OF SCHOOL/INSTITUTION.



Safeguarding God's People--Prevention of Sexual Exploitation

Registration for training on _____ at _____

Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone number of preference _____

Ministry position for which you are volunteering _____

Church or institution for which you are taking this training _____

_____ City _____

Date of Training _____

Due to the importance of this training and the role the videos play, persons arriving later than 10 minutes after the start time of the training or who arrive after the videos have begun will be required to reschedule to another training. You must be present for the entire training in order to receive a Certificate of Training. Thank you for your diligence and your commitment to ministry.

Please return the completed registration form to the designated *Safeguarding* Administrator or Trainer **in your church or institution.**

Please submit your registration at least 3 days before the training event

Check List for Completion of Required Items

File Name: (last) _____(first) _____

Check or fill in date when items are completed:

_____ application completed and filed

_____ personal interview completed and filed

_____ references checks completed and filed

_____ background check completed and filed

Background check will need to be re-run in (year) _____

_____ training scheduled for _____

_____ completed training

_____ training certificate received and filed

Training will need to be repeated in (year) _____

Additional notes or comments: _____
