



MINISTRYSAFE

Effective April 1, the North Texas Conference (NTC) changed insurance carriers to MHBT. The new insurance coverage requires that the NTC have a consistent and comprehensive safety prevention system for all the congregations; MinistrySafe is the official resource for safety awareness. In addition, each church will have a loss prevention on-site visit from MHBT, and MinistrySafe will be one of the requirements. MinistrySafe replaces the Safe Sanctuaries training that has been taught and encouraged over the past few years.

The Center for Leadership Development proposed, and it passed at the 2012 North Texas Annual Conference that all congregations are transitioned and required to have MinistrySafe implemented (training of staff/volunteers, policies and procedures, online maintenance) no later than January 1, 2013.

Below are commonly asked questions:

How do I activate my account?

- 1. Go to MinistrySafe.com**
- 2. Watch the video on the homepage**
- 3. Log in using your GCFA number as username and password**

How do I set up my MinistrySafe Control Panel?

- 1. Set up departments and supervisors**
 - Start by clicking “Departments” in the toolbar
 - You must have at least one department before entering trainees
 - Supervisors will receive certificates for trainees in their department
- 2. Enter trainees into the control panel**
 - Start by clicking “Add Staff/Vol” in the toolbar
 - Enter the trainee’s name, email address, and department
 - THEN select “Welcome with Training Link”
 - Click “Insert” and repeat process for next trainee

What happens next?

Your job as administrator is finished! MinistrySafe will automatically send an email to your trainee containing a link. ALL your trainees must do is click on the link in the email. No usernames, passwords, codes!

After clicking the link, they will be prompted to choose which one-hour sexual abuse awareness training they would like to view. I suggest the “Church” training option. After watching the training they will take a short quiz and receive their certificate.

The Safety System Administrator, department supervisor, and trainee will all receive a, email with a copy of the certificate. This certificate satisfies all state requirements.



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Where can I access other helpful resources?

- Free “Overview of a Safety System” videos at ministrysafes.com/safety
- MinistrySafe blog with updates on changes in the law
- Members have full access to our resource library in the control panel
 - Resources include screen documents for churches, schools, camps, etc.

Your most valuable resources are Chris Taylor ctaylor@ministrysafes.com (817)737-7233 or the Center for Leadership Development (info@leadingfromthecenter.org) (972) 526-5006. We are here to help make this transition seamless.

Frequently asked questions:

Q – How much is this going to cost?

A – MHBT and the NTC have partnered to cover the membership fee for all NTC members churches. However, each congregation will have a yearly assessment for MinistrySafe, not to exceed \$300.

Q – How efficient is the email system?

A – Very efficient! We send thousands of links per month and about 95% of them get to the trainee first time. Mainstream providers like gmail and yahoo recognize our emails.

Q – Are their common reasons for not receiving the email?

A – Yes. Forgetting to select the “Welcome with Training Link” and incorrect email addresses account for the majority of errors in receiving. However, because this is a child sexual abuse awareness training, some SPAM filters do sort to junk mail or reject it altogether.

Q – Can I send the link to any email address?

A – Yes. In fact, you can send the training links to your own email, a church email, or shared email address. You can even forward them; copy and paste the link; whatever you need to do. However, the training links are specific to one trainee and that trainee must use his or her own link.

For more information please visit:

<http://www.ntcleadingfromthecenter.org/faith-formation/MinistrySafe.html>