



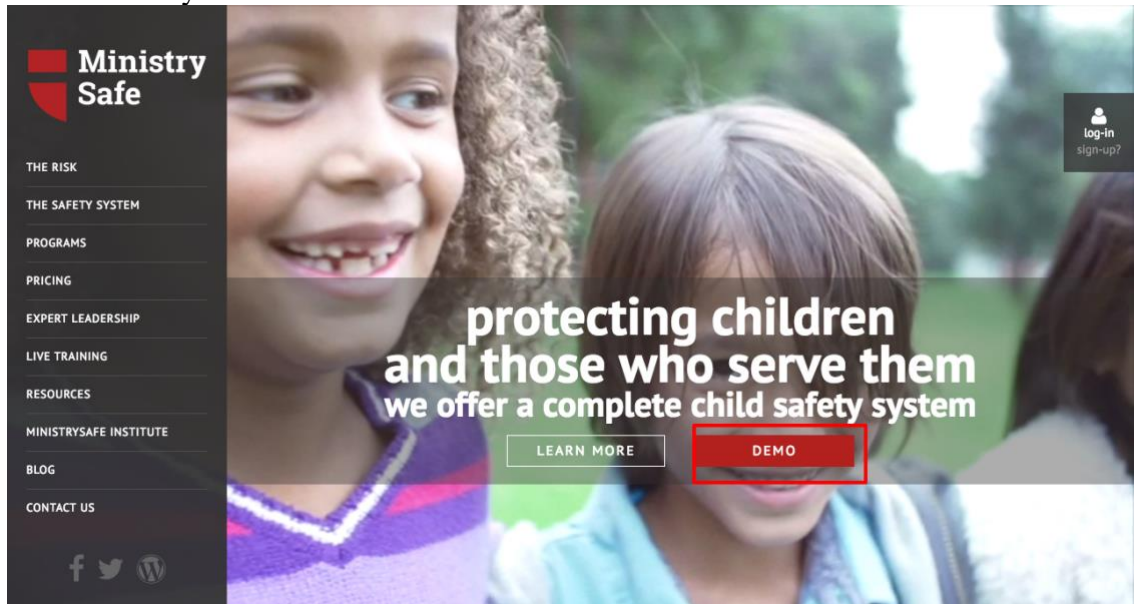
As a requirement of the Susquehanna conference's insurance coverage through Philadelphia Insurance Company, each church and ministry must have a consistent and comprehensive abuse prevention safety system; MinistrySafe is our official safety system provider.

It is the responsibility of each SUSUMC congregation to access its unique MinistrySafe online Control Panel and provide the online Sexual Abuse Awareness Training to all staff members and volunteers who work with children or vulnerable populations. In addition to training, there are other online resources available to each SUSUMC congregation – sample policy forms, screening forms, helpful articles and more.

Below are commonly asked questions about accessing and using the MinistrySafe system:

### **How do I access and activate my account?**

1. Go to MinistrySafe.com



2. Watch the demo video from the link on the home page, then click log-in.

Ministry Safe

THE RISK THE SAFETY SYSTEM PROGRAMS PRICING EXPERT LEADERSHIP LIVE TRAINING RESOURCES BLOG

## Demo

Get a sneak peek into MinistrySafe's Control Panel:

**Ministry Safe**

[SIGN UP NOW](#)

Or, contact us for more information about MinistrySafe's preventative tools and resources.

Your Name

Your Email

[log-in](#)  
[sign-up?](#)

3. Log in using your GCFA number as username and password. Usernames and passwords are 8 characters long, so add the needed number of zeros before your GCFA number.  
Example: Your GCFA number is 123456  
Username and password would be 00123456

**Ministry Safe**

USERNAME

PASSWORD

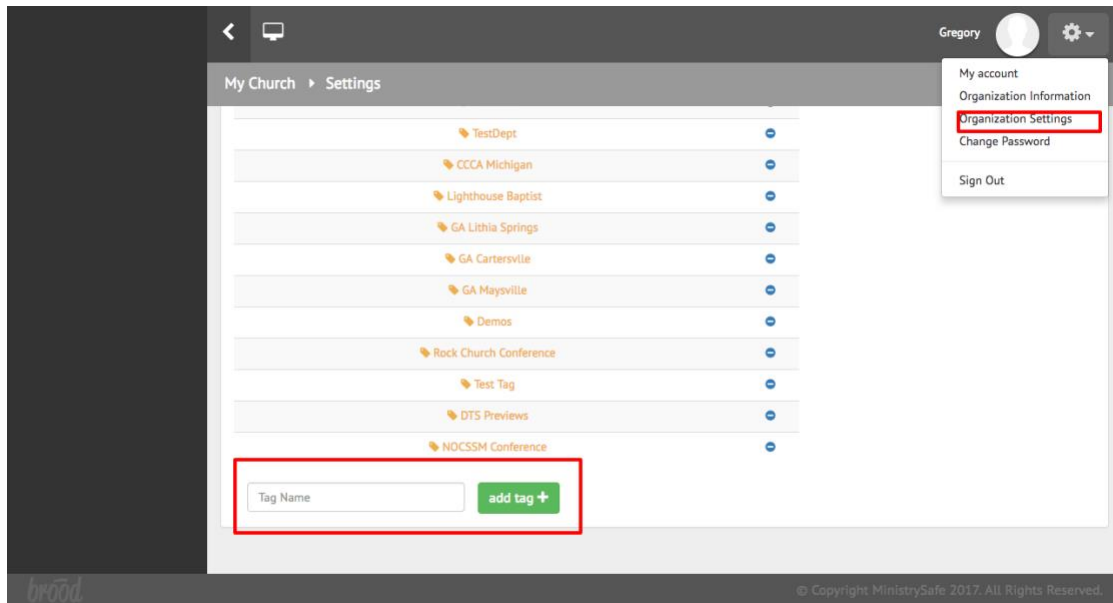
Keep me logged in

[Sign in](#)

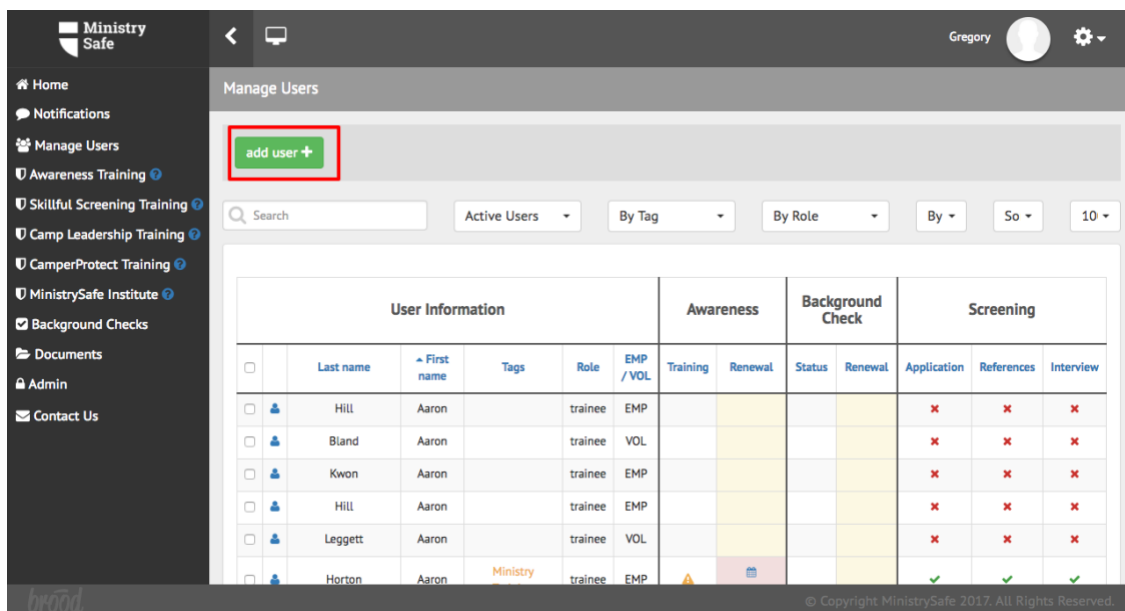
[Sign up](#)  
[Lost my login information](#)

## How do I set up my MinistrySafe Control Panel?

1. Set up tags. Tags are customizable user tags to create organization within your control panel. Some examples of tags include: Youth Ministry, Children's Ministry, Nursery School, Daycare.
  - Click the gear in the top right corner
  - Add tags on the Organization Settings page



2. Enter trainees into the control panel
  - Start by clicking "Add User" on the Manage Users page



- Enter the trainee's name and email address.
- Select a tag and an Awareness Training to send
- Click "Add User" and repeat process for next trainee

Ministry Safe

Gregory

Manage Users > Add User

**First name**

**Last name**

**Email address**

**Employee/Volunteer**

volunteer

**Role**

trainee

Show Additional Fields +

**Tags**

- Woodmen Valley
- Church**
- Associate
- TestDept
- CCCA Michigan
- Lighthouse Baptist
- GA Lithia Springs
- GA Cartersville
- GA Maysville
- Demos
- Rock Church Conference

**Select Training Videos**

- Sexual Abuse Awareness Training**
- Sexual Abuse Awareness training - youth sports
- Formación de Sensibilización Abuso Sexual - en español
- Sexual Abuse Awareness Training - Camp
- CamperProtect Training

cancel add user

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## What happens next?

Your job as administrator is finished!

MinistrySafe will automatically send an email to your trainee containing a link to the online training. Your trainee simply needs to click on the link in the email.

After clicking on the link, your trainee will be prompted to watch the Sexual Abuse Awareness Training, which is just under two hours in length. After watching the training, your trainee will be prompted to take a short quiz, which is scored online. A score of 70 or better will generate a Certificate of Completion.

Once your trainee has completed the quiz and received the Certificate of Completion, an email containing the Certificate of Completion will be sent to the trainee AND the Safety System Administrator and the trainee's supervisor. The online Control Panel will also be updated to reflect the completion of the training and calculate the renewal date for the training.

If the training is not completed in a reasonable time period, check with your trainee to determine if there is a problem...or simply resend the training link.

The screenshot shows the 'Manage Users' interface in the MinistrySafe system. The table below represents the data shown in the interface:

User Information						Awareness		Background Check		Screening		
	Last name	First name	Tags	Role	EMP / VOL	Training	Renewal	Status	Renewal	Application	References	Interview
<input type="checkbox"/>	Emerson	Jane	Preschool	supervisor	EMP	▲		✓	04/16/2019	✓	✗	✓
<input type="checkbox"/>	Franklin	Brady	Youth	trainee	VOL	✓	04/17/2019			✓	✗	✗
<input type="checkbox"/>	Franklin	Jessie	Children	trainee	VOL	▲				✗	✗	✗
<input type="checkbox"/>	Hastings	Laura		ssa	VOL	✓	04/10/2019	✓	04/11/2019	✓	✓	✓
<input type="checkbox"/>	Lockhart	Sherry	Children	trainee	VOL	▲				✗	✗	✗
<input type="checkbox"/>	Pafford	Jamie		trainee	VOL					✗	✗	✗
<input type="checkbox"/>	Simpson	Kevin	Youth	supervisor	EMP	▲				✓	✓	✓
<input type="checkbox"/>	Smith	Matt		trainee	EMP	✓	04/10/2019			✗	✗	✗

## Where can I access other helpful resources?

- Free “Overview of a Safety System” videos at <https://ministrysafes.com/create-a-system/>
- MinistrySafe blog with updates on changes in the law
- Members have full access to our resource library in the control panel, including policy and screening forms for churches, schools, camps and more.

Your most valuable resources are:

The MinistrySafe staff ([support@ministrysafes.com](mailto:support@ministrysafes.com)) (817) 737-7233

Susquehanna Conference Safe Sanctuaries ([www.susumc.org/safe-sanctuaries](http://www.susumc.org/safe-sanctuaries)) or (717) 766-7441

## Frequently asked questions:

**Q** – How much is this going to cost?

**A** – Philadelphia Insurance and SUSUMC have partnered to cover the membership fee and trainings for all SUSUMC member churches and ministries.

**Q** – How efficient is the email system?

**A** – Very efficient! MinistrySafe sends thousands of links per month and about 95% of them get to the trainee the first time. Mainstream providers like Gmail and Yahoo recognize MinistrySafe emails.

**Q** – Are there common reasons for not receiving the email?

**A** – Yes. Forgetting to select which Awareness Training to send 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 sort to junk mail or reject the email 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.

**Q** – Does the training have to be completed in one sitting?

**A** – No, a trainee can close out of a training session and use the training link to pick up where they left off.

## For more information please visit:

[www.susumc.org/safe-sanctuaries](http://www.susumc.org/safe-sanctuaries)