

**Ministry Safe Checklist
2016
Couts Memorial United Methodist Church**

There are additions from 2015 that are required for Ministry Safe volunteers**.

Below are our current requirements:

1. Be active at Coutts Memorial UMC for the past 6 months
2. Submit background check request (This is done every 2 years. Forms are available on our website or in the church office.)
3. Complete Online Training (Done every two years online.)
4. Read Policies and Procedures Manuals for both our Children's and Youth' Ministries (Policies are available online or in the church office.)
5. Attend class reviewing our Policies and Procedures Manuals for Children and Youth (Attend a scheduled class or set a time to meet with a Ministry staff member. This will be reviewed every two years or as needed with updates.)
6. **Read and Sign Volunteer Statement and Agreed Code of Conduct (This is new for 2016 and done one time.) EMPLOYEES ONLY NEED STATEMENT REFERRED TO IN LINE 7. Statements are available online or in the church office.
7. **Read and Sign Applicant Statement and Agreed Code of Conduct (This is only for Employees and done one time.) VOLUNTEERS ONLY NEED STATEMENT REFERRED TO IN LINE 6. Statements are available online or in the church office.
8. **Complete Reference Form for Employees and Volunteers. Return completed form to the church office. Reference Forms are available online or in the church office. This is done only one time.
9. **Complete Safety Application Form for Volunteers and Employees. Return completed form to the church office. Safety Application Forms are available online or in the church office. This is done only one time.
10. **Contact References. (This is done only one time.)
11. **Complete Interview. Once your information is turned into the church office you will be contacted for an interview. (This is done only one time.)

** New for 2016

Due to the confidential nature of these forms, the church office has envelopes available for you to write your name on and seal. The files will be stored in a locked file cabinet. Only the pastor and interviewers will have access to the files. The Safety Team will oversee the process.

All steps must be completed to be ministry safe compliant.