

## MinistrySafe News - May 2017

It has been almost two years since MinistrySafe was approved by the Central Texas Annual Conference of 2015 and churches were expected to have the system implemented. As you know, the video training must be renewed every two years. As a result, many of you SSAs are anxiously watching the renewal date icons on your dashboards get closer and closer. Some of you are proactively re-sending the video training to your volunteers, which is a wise move with VBS, youth mission trips, etc. right around the corner.

Here are a few brief tips for renewals:

1. Yes, you can have a MinistrySafe “user” (a.k.a. volunteer) renew their video training before the two years expires on the dashboard. Everyone wants to go into VBS with their dashboard clean and their volunteers compliant, right! So don’t wait until June 1, for example, in a mad dash to renew everyone.
2. To send the video training before the two-year mark, use the left side bar options on your dashboard. (Do not try to do this from “Manage User” page and user profile for “re-send video training” button.)
  - ✓ Select “Awareness Training” page from the left side bar
  - ✓ Select the “Send Training Video” tab
  - ✓ Check the user that you want to receive the training video
  - ✓ Click blue “Submit” button
  - ✓ A pop-up window will appear, select the standard awareness training video (available in both English and Spanish).
  - ✓ An email will be sent to that user inviting him/her to watch the video.

For consistency and convenience, the dashboard is designed for you to renew Criminal Background Checks every two years. For those congregations who do not use MinistrySafe for background check services, the Central Texas Conference strongly recommends renewing background checks every 3-5 years, if not more frequently, as a best practice.

With the comprehensive website changes undertaken by MinistrySafe in April 2016, many renewal dates from the “old” site were reset and will appear to have later order and renewal date. This should not be a major concern for you, simply follow the renewal date that appears on the dashboard. All users added and renewed after April 2016 will have the two-year renewal date.

(\*NOTE: There is no alert or reminder except the icons that appear on the dashboard. It will not happen “automatically” without your action. Please review the “Manage User” page and renewal dates on an ongoing basis and taken the necessary steps.)

All other screening steps—Application, References, Interview—should be reviewed as often deemed appropriate by your local Safety Committee. However, it is not expected that these steps are repeated as frequently as the Training Video or Criminal Background Check.

If you have any questions about renewing MinistrySafe compliance in your church please contact Rev. Amber Massingill, CTC Associate Director of Faith Formation, by email ([ambermassingill@ctcumc.org](mailto:ambermassingill@ctcumc.org)) or phone (817-877-5222) or call MinistrySafe directly at 817-737-7233.