

Appendix G

Ministry Description for the Position of Safe Church Minister

A Safe Church Minister is someone appointed by the Vestry to oversee the implementation and monitoring of safe church policies within that parish. The leadership board of entities appoints safe church ministers for that entity.

Objective:

The objective of the Safe Church Minister is to ensure that Safe Church practices and policies are clearly communicated for every parishioner and faithfully followed in the life and practices of the congregation.

Responsibilities:

Be informed and remain current on the Safe Church policy as established by the Bishop's office.

See to it that the parish or entity adopts a Safe Church policy that at minimum meets the Diocesan standard. (This policy should be ratified by the vestry/Bishop's committee of the local parish or by the leadership board of the entity.)

Be responsible for the clear display of the parish's policy so that all members might have ample opportunity to be informed of this policy.

Serve as consultant to the clergy person and vestry/Bishop's committee or leadership board regarding Safe Church practices.

Serve as overseer of these practices, reporting all questionable or non-standard practices to the clergy person or warden or leadership board.

Ensure that all required screening has occurred for those mandated by the Safe Church Policy. (This does not mean that the Safe Church Minister should have access to the screening results rather they are to ensure the process is completed.)

Ensure that those mandated by the Safe Church policy have attended the necessary Diocesan trainings.

Ensure that the annual Safe Church audit is completed as required.

Cooperate with convocation peers when appropriate, including assisting nearby congregations in the completion of their own annual audit.

Communicate with the Office of the Bishop when necessary.

Qualifications:

- Completion of Safe Church Training and Mandatory Reporting Training
- Active Lay member of the parish or entity
- Successful completion of mandated background checks