

Minister of Safe Sanctuaries

Primary Purpose: To co-ordinate and implement the Safe Sanctuaries Policy and Procedures at LLUMC.

Accountability: This person is directly responsible to the Lead Pastor.

General Qualifications:

- Must complete Safe Sanctuaries training.
- Must be a disciple of LLUMC or an approved “Associate member” for a minimum of 6 months.
- Must be committed to our children.
- Must be committed to LLUMC.
- Must have administrative ability, especially organizational skills.
- Must have the ability to lead and get along with people.

Responsibilities:

- Train Church Staff to conduct interviews for children’s ministries volunteers.
- Co-ordinate training for new volunteers in children’s ministries.
- Prepare Volunteer Safe Sanctuaries packets.
- Coordinate all background checks for volunteers working with children and youth.
- Address any concerns/problems with background checks with the Staff Interviewer, after consulting with the Pastor.
- Conduct random checks of all children’s ministries (including groups who use the church facility) to be certain procedures are being followed. If there are any violations of the policy, work with the Ministry Team Leader to correct them.
- Maintain contact with all children/youth Ministry Team Leaders to make sure all volunteers have completed the Volunteer Safe Sanctuaries packet and training.
- Maintain an individual confidential file on each adult worker, keeping a log of persons who are eligible to work with children.
- Maintain a file of registration and attendance records of each children’s ministry.
- Coordinate training or provide resources for annual review of Safe Sanctuaries Policy.
- Assist with the evaluation of the policy and its implementation annually.
- Coordinate with other LLUMC personnel to establish guidelines or criteria to define “responsible youth” and keep an updated list of youth whom are able to help an adult.