



Accessing & Using the MinistrySafe System



As a requirement of the Missouri District of the Lutheran Church Missouri Synod, 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 Missouri LCMS congregation and school 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 Missouri LCMS congregation - sample policy forms, screening forms, helpful articles and more.

The following are commonly asked questions about accessing and using the MinistrySafe system.



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



1

Go to MinistrySafe.com

Ministry Safe

THE RISK

THE SAFETY SYSTEM ▾

SERVICES ▾

WHO WE SERVE ▾

PRICING

LIVE TRAININGS

RESOURCES ▾

ABOUT US ▾

PARTNERS

CONTACT US

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*Though Gregory Love and Kimberlee Norris are both attorneys, the information and training provided by MinistrySafe is not intended to be legal advice and should not be relied upon as legal counsel.

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log-in
sign-up?

protecting children
and those who serve them
we offer a complete child safety system

LEARN MORE

DEMO

2 Watch the demo video from the link on the home page, then click sign-up

Demo

Get a sneak peek into MinistrySafe's Control Panel:



[SIGN UP NOW](#)

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

Your Name

Your Email

Your Role

Organization Name



3 Sign up your organization, using the LCMS coupon code

Billing Phone Number

State

COUPON CODE

Coupon code

PAYMENT INFORMATION

Edit

TIP

Use the coupon code MOLCMS to receive your discount!

How do I set up my MinistrySafe Control Panel?

1 Set up tags

Ministry Safe

Organization ID

Account > Settings

BACKGROUND CHECKS MODULE CONFIG

Renew Background Check

Every 2 years Renewal Notification Change background checks retroactively

Submit

Renew Awareness Training

Every 2 years Renewal Notification Change training due dates retroactively

Minimum Awareness Training Score

70%

Enable Duplicate User Protection

Save **Download All Certificates**

ORGANIZATION USER TAGS

Tag Name **add tag +**

Tags are customizable user tags to create organization within your control panel

1. Click the gear in the top right corner
2. Add tags on the Organization Settings page

2

Enter trainees into the control panel

Organization ID

Account ▸ Settings

add user +

Apply Tags Make Inactive

Search Active Users By Role By Type 10

User Information							Awareness Training		Background Check		Screening		
<input type="checkbox"/>		Last name	First name	Tags	Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?	Application	References	Interview
<input type="checkbox"/>											-	-	-

Start by clicking "Add User" on the Manage Users page



3 Enter the trainee's information

The screenshot shows the 'Ministry Safe' user management interface. On the left is a dark sidebar with navigation options: Home, Notifications, Manage Users, Awareness Training, Skillful Screening Training, MinistrySafe Institute, Background Checks, Documents, Admin, and Help Center. The main content area is titled 'Organization ID:' and 'Account > Settings'. It contains a form for adding a new user with the following fields:

- First name:** An empty text input field.
- Last name:** An empty text input field.
- Email address:** An empty text input field.
- Employee/Volunteer:** A dropdown menu with 'Select One' as the current selection.
- Role:** A dropdown menu with 'Trainee' as the current selection.
- Tags:** A list of checkboxes with the following options: Church, Conference, First Grade, Volunteer, and Youth Ministry.
- Select Training Videos:** A list of video options with 'Sexual Abuse Awareness Training' selected. Other options include 'Sexual Abuse Awareness Training - Camp', 'Sexual Abuse Awareness Training - Youth Sports', 'Sexual Abuse Awareness Training (Multilingual / Closed Captioned)', and 'Formación de Sensibilización Abuso Sexual - en español'.

At the bottom right of the form are two buttons: a red 'cancel' button and a blue 'add user' button with a help icon.

- 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

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 over one hour 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.

Organization ID

Ministry Safe

Home

Notifications

Manage Organizations

Organization Groups

Manage Users

Background Checks

Documents

Admin

Help Center

add user +

Search

Active Users

By Role

By Type

10

User Information							Awareness Training		Background Check		Screening		
	Last name	First name	Tags	Role	EMP / VOL	Status	Renewal	Status	Renewal	Application	References	Interview	
<input type="checkbox"/>	-	Sheela	Substitute Teacher	trainee	VOL	✓	02/23/2021			✗	-	✗	
<input type="checkbox"/>	??	Garret	STUDENTS	trainee	VOL	✓	01/08/2021			✗	-	✗	
<input type="checkbox"/>	??	Hal		trainee	VOL	👤				-	-	-	
<input type="checkbox"/>	.	Stephanie		trainee	VOL					✗	-	✗	
<input type="checkbox"/>	.	Tech Support		ssa	VOL	✓	02/05/2017			✗	-	✗	
<input type="checkbox"/>	.	Test Account		ssa	VOL	✓	02/22/2018	👤		✗	-	✗	
<input type="checkbox"/>	.	Brittany		trainee	VOL					✗	-		
<input type="checkbox"/>	.	Test Account		trainee	VOL	✓	02/05/2017	🚫		✗	-		
<input type="checkbox"/>	.	Connor		trainee	VOL					✗	-		
<input type="checkbox"/>	.	The Support Team		ssa	EMP					✗			

1 2 3 4 5 ...

Other Helpful Resources

Your most valuable resources are:

The MinistrySafe staff

support@ministrysafe.com
(817) 737-7233

The Lutheran Church Missouri Synod

- Free "Overview of a Safety System" videos at <https://ministrysafe.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.



Frequently Asked Questions

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

A - The Missouri District LCMS has agreed to cover the membership fee and trainings for all Missouri District 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.

Frequently Asked Questions

Q - *How do I add a user?*

A - To add a user, simply log into your control panel, then select Manage Users from the left hand menu. At the top of the Manage Users page is a green **Add User** button. Make sure to select a training if you'd like it to be sent now.

Q - *What is the difference between Awareness and Skillful Screening Training?*

A - The Sexual Abuse Awareness Training is designed for anyone who will be around children. For example: staff, volunteers, janitors, etc. The Skillful Screening Training is for those in charge of bringing in and screening new employees or volunteers.

Q - *Can we watch the training as a group?*

A - Yes. The video portion can be completed in a group setting, and each trainee can complete the quiz portion via their own emailed link after the viewing.

Q - *How do I resend a training link?*

A - You can resend a training link by accessing the user information button (blue person icon) on the manage users page. You can resend a training link that hasn't been completed by clicking the **Resend training email** button.



For more information please visit:

