



# THE MINISTRYSAFE SAFETY SYSTEM

Tips for you and your team

## Summary of Topics

Available Trainings

Creating your Account

Using your Control Panel

Frequently Asked Questions

# AVAILABLE TRAININGS

*Primary Trainings include:*

## **Sexual Abuse Awareness Training**

Sexual Abuse Awareness Training forms the foundation of the Safety System and provides a basic understanding and awareness of child sexual abuse risk, abuser characteristics, the abuser's grooming process, and common grooming behaviors.

Audience: Volunteers and staff members - anyone who wears your nametag

Run Time: 1h 3 min

## **Skillful Screening Training**

Skillful Screening Training educates managerial staff members and screening personnel about the risk of child sexual abuse and effective screening practices during the hiring or onboarding process.

Prerequisite: Sexual Abuse Awareness Training

Audience: Managers, screening personnel

Run Time: 2 hr 11 min

## **MinistrySafe Institute**

MinistrySafe Institute provides seminary-level material aimed at vocational ministry professionals who desire educational resources addressing child sexual abuse risk at a deeper, more comprehensive level.

Audience: Pinnacle ministry employees, senior pastors, executive pastors, ministry risk managers, child-serving program leaders, children's ministers and youth pastors.

Run Time: 15 hr 6 min

See a full list of available Trainings [here](#).

# CREATING YOUR ACCOUNT



To create your MinistrySafe account, go to the [sign-up page](#) on MinistrySafe's website. Select MinistrySafe Membership from the two options.

You will be asked to input information about yourself and your organization. On the third and final page of the signup process, you will be asked to provide billing information. This page includes a space to enter a coupon code and select your district. Enter the coupon code **lcms2023** to receive your annual Membership and Trainings at no cost to you. After entering this code, the credit card section will disappear. If it doesn't, be sure to click outside the coupon box. Once your account is created, you will receive immediate access.



**Coupon code**

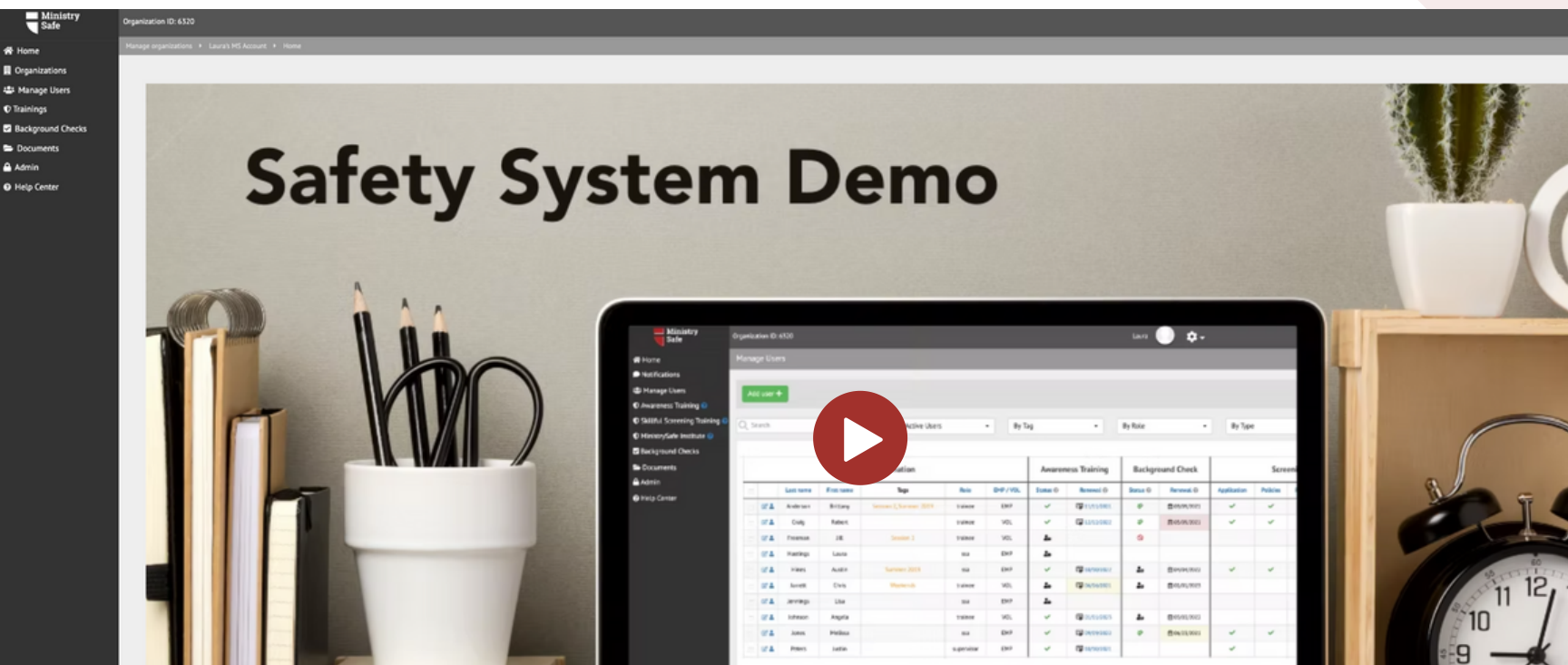
lcms2023

**Which LCMS district is your organization a part of? \***

Please select...

# USING YOUR CONTROL PANEL




Learn how to add Users and send Trainings



## Video Tour

Begin by viewing a video tour of the Safety System




# CREATE USER TAGS

Melissa   

1
















- My account
- Organization information
- Organization settings**
- Back to admin

ers  By Tag  By Role  By Type  50

			Awareness Training		Background Check		Screening			
	Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?	Application	References	Interview	Policies
	trainee	EMP	✓	 09/28/2023			✓		✓	
	trainee	VOL	✓	 07/12/2023			✓			

User Tags are customizable labels to create organization within your Control Panel. Tags can be something that is specific to your organization such as ministry, program, or campus.

ORGANIZATION USER TAGS

 Camp 2020	 
 Camp 2021	 
 Nursery	 
 Preschool	 
 Staff	 

2

# ADD USERS AND SEND TRAINING

Ministry Safe

Organization ID: 6320

Manage organizations ▶ Laura's MS Account ▶ Home

Home

Organizations

**Manage Users**

Trainings

Background Checks

Documents

Admin

Help Center

3

Show how to use safety system video

**Trainings Statistics**

Completed (Curr) 20%

None Assigned 10%

Assigned (Incorr) 10%

Needs renewal 40%

**Background Check Statistics**

25%

## CLICK 'ADD USER'

Ministry Safe

Organization ID: 6320

Manage organizations ▶ Laura's MS Account ▶ Manage Users

Home

Organizations

**Manage Users**

Trainings

Background Checks

Documents

Admin

Help Center

4

Add user +

Search

Active Users

By Tag

User Information					
<input type="checkbox"/>		Name	Tags	Role	EMP / VOL
<input type="checkbox"/>		Jennings, Lisa	Camp 2021, Preschool	trainee	EMP
<input type="checkbox"/>		Freeman, Jill	Camp 2020, Nursery	trainee	VOL
<input type="checkbox"/>		Johnson, Angela	Camp 2021, Preschool	trainee	VOL
<input type="checkbox"/>		Peters, Justin	Camp 2021, Preschool	supervisor	EMP
<input type="checkbox"/>		Jones, Melissa	Nursery	ssa	EMP
<input type="checkbox"/>		Simmons, Jennifer	Preschool	ssa	EMP

# ADD USERS AND SEND TRAINING

5

First name

Last name

Email address

Employee/Volunteer

Select One

Role ?

Trainee

Tags ?

- ☐ Camp 2020
- ☐ Camp 2021
- ☐ Nursery
- ☐ Preschool
- ☐ Staff

Select Awareness Training Videos ?

- Sexual Abuse Awareness Training
- Sexual Abuse Awareness Training - California
- Sexual Abuse Awareness Training - Camp
- Sexual Abuse Awareness Training - Daycare
- Sexual Abuse Awareness Training - Education
- Sexual Abuse Awareness Training - Youth Ministry

To send other trainings, go to **Trainings**.

Show additional fields +

- Enter the Trainee's name and email address
- Select if they are an 'employee' or 'volunteer'
- Select 'Trainee' as the role
- Select a Tag and a Training to send
- Click 'Add User' and repeat process for next Trainee

Select Awareness Training Videos ?

- Sexual Abuse Awareness Training
- Sexual Abuse Awareness Training - California
- Sexual Abuse Awareness Training - Camp
- Sexual Abuse Awareness Training - Daycare
- Sexual Abuse Awareness Training - Education
- Sexual Abuse Awareness Training - Youth Ministry

To send other trainings, go to **Trainings**.

Cancel Add user ?





## What happens next?

MinistrySafe will automatically send an email to your Trainees 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 about 1 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, an email containing the Certificate of Completion will be sent to the Trainee and the Safety System Administrator. The online Control Panel will also update to reflect the completion 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. You can also enable renewal reminders in your Training Settings.

		By Tag		By Role
		Awareness Training		
Role	EMP / VOL	Status ?	Renewal ?	
trainee	EMP	✓	📅 09/28/2023	
trainee	VOL	✓	📅 07/12/2023	
trainee	VOL	✓	📅 01/01/2023	
supervisor	EMP	✓	📅 10/10/2022	



# FREQUENTLY ASKED QUESTIONS



## How efficient is the email system?

Very efficient!

MinistrySafe sends tens of thousands of links per month and over 95% of them get to the Trainee the 1st time.

## How are we billed?

MinistrySafe bills on the first of each month for the previous month's usage. Your first year's Training and Membership are covered by the LCMS.

## Can I send the link to any email address?

Yes, you can send the link to any email. You can forward it; copy and paste the link; whatever you need to do. Just remember the Training link is specific to one Trainee and that Trainee must complete the Training using his or her own link.

## Why might a trainee not receive the email?

Incorrect email addresses account for the majority of errors. However, because this is a *child sexual abuse* Training, some spam filters send the email to junk or block the email altogether.



## Need help?

Check out our  
[Help Center](#)

## Still need help?

Give the  
MinistrySafe  
office a call  
or send us an  
email or chat!



Hours:  
M-TH 9am-5pm  
Central  
F 9am-3pm  
Central



[support@MinistrySafe.com](mailto:support@MinistrySafe.com)



833-737-7233 Toll Free