Ministry Safe

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 **lcms20XX** (XX = current year) 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

lcms20XX

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

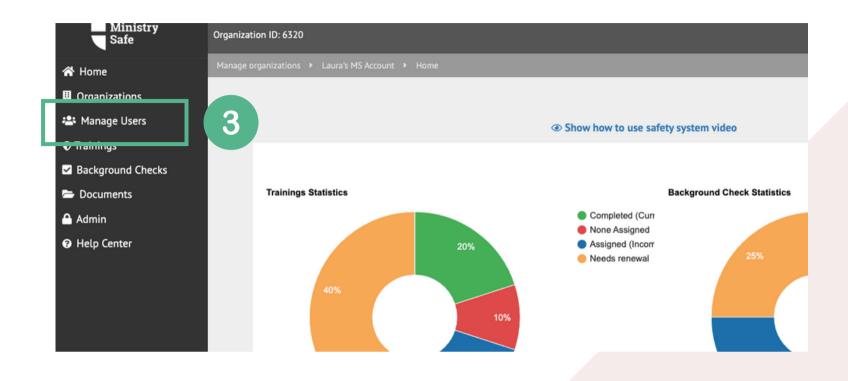Begin by viewing a video tour of the Safety System

CREATE USER TAGS

| | | | | Melissa | 🔔 | ⚙️ ▾ |

My account
Organization information
Organization settings
Back to admin

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| ...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.
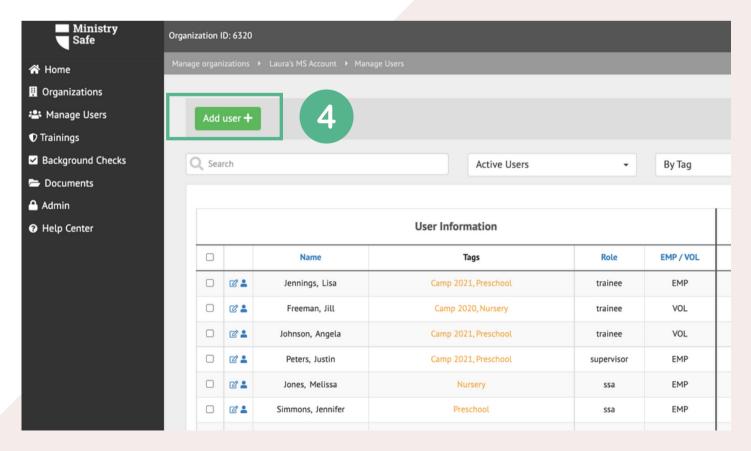
ORGANIZATION USER TAGS

🏷️ Camp 2020	✏️➖
🏷️ Camp 2021	✏️➖
🏷️ Nursery	✏️➖
🏷️ Preschool	✏️➖
🏷️ Staff	✏️➖

Tag Name	Add tag ➕

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ADD USERS AND SEND TRAINING

Ministry Safe

Organization ID: 6320

Manage organizations ▶ Laura's MS Account ▶ Home

- 🏠 Home
- ▦ Organizations
- 👥 **Manage Users** ③
- ◉ Trainings
- ☑ Background Checks
- 📁 Documents
- 🔒 Admin
- ❓ Help Center

👁 Show how to use safety system video

Trainings Statistics

20%
40%
10%

Background Check Statistics

- 🟢 Completed (Curr
- 🔴 None Assigned
- 🔵 Assigned (Incorr
- 🟠 Needs renewal

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

Add user ➕ ④

🔍 Search   Active Users ▾   By Tag

		User Information			
		Name	**Tags**	**Role**	**EMP / VOL**
☐	✎👤	Jennings, Lisa	Camp 2021, Preschool	trainee	EMP
☐	✎👤	Freeman, Jill	Camp 2020, Nursery	trainee	VOL
☐	✎👤	Johnson, Angela	Camp 2021, Preschool	trainee	VOL
☐	✎👤	Peters, Justin	Camp 2021, Preschool	supervisor	EMP
☐	✎👤	Jones, Melissa	Nursery	ssa	EMP
☐	✎👤	Simmons, Jennifer	Preschool	ssa	EMP

ADD USERS AND SEND TRAINING

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First name

Last name

Email address

Employee/Volunteer

Select One

Role ?

Trainee

Show additional fields +

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**.

-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

833-737-7233 Toll Free