

## Grace Church Safe Ministry Leaders'/Audit Guide

### Grace Church's policy is that:

- All training is delivered online at: <https://gracechurchbv.safeministrycheck.com.au/>
- All Grace Church attendees are encouraged to complete the free online awareness course every 12 months.
- Everyone on any roster (including music, coffee, and welcoming) should:
  - complete the online Safe Ministry's Volunteer's Course prior to serving,
  - sign a code of conduct (it pops up at the end of the online course), and
  - provide the relevant screening checks (these are collected by the online system)
- Everyone should refresh their online training every 12 months.

### TASK

### ACTION

### RESPONSIBILITY

**Promotion of Safe Ministry** courses and restrictions on ministry service.

- Sunday announcements
- Sunday newsletter

Sunday service leaders  
Newsletter editors

**Update the Congregation Contact List annually**

Collect current names and addresses of regular attendees of Grace Church

Contact list editor

**Provide a list** each quarter of people who have satisfied the conditions for serving

Compile a list of people [comprising of name (as known), address and phone no.] who have completed the SM Volunteers course

Safe Ministry online admin

**Choose volunteers** to include on rosters and remove volunteers as necessary

- Select from the list provided each quarter of people who have satisfied the conditions for serving
- Advise new people and people not on the list wishing to serve, to complete the course requirements

Roster Coordinator(s)

**Audit process**

Mid quarter check of:

- Regularity of advertising
- Rosters compared to a sample from the current list (quarterly) of qualified persons
- GC attendees (contact list) against a sample from the Safe Ministry database for course completion

Auditor