Grace Church Safe Ministry Leaders'/Audit Guide

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