



**THE PACIFIC NORTHWEST CONFERENCE**  
of The United Methodist Church

Brant Henshaw  
Conference Treasurer  
Director Administrative Services  
bhenshaw@pnwumc.org

Rik Jamieson  
Assistant Treasurer  
Assistant Benefits Officer  
rjamieson@pnwumc.org

March 2015

As a Christian Community of Faith it is our responsibility to set an example to the rest of the world on how to create place of safe sanctuary. The only thing worse than having no policies and procedures is having poorly designed policies and procedures that you don't follow.

Beginning in 2015 the PNW Conference of The United Methodist Church has contracted with MinistrySafe to provide on-line tools, trainings, and a background checks process to help you easily create a safe sanctuary. MinistrySafe has extensive legal experience and years of service in children and student ministries. Our previous provider Intellicorp will keep all local church Intellicorp accounts active during the transition until April 30<sup>th</sup>, 2015.

Included in this packet you will find:

1. **National Background Checks Matrix:** This provides an easy to read guide as to what is recommended for paid and volunteer church workers. Given the mobile nature of our society we are no longer processing or recommending Washington State Patrol background checks. If you have individuals that only have large group contact with children or youth, such as a food bank or VBS volunteers you may choose to set up a non-profit account to run your own Washington State Patrol background checks. **NOTE:** Volunteers who are checked through their work may bring proof to you instead of running a new check.
2. **MINISTRYSAFE:** We have enclosed a tutorial guide to get you started. This will walk you through setting up your churches specific MinistrySafe account, how to do the background checks and how to access the vast resources to help you create a safe sanctuary. We recommend that you have as many volunteers in all areas of ministry and all staff participate in the abuse awareness training video and quiz. This will help you create a culture of awareness in your entire



congregation about how your congregation is providing a safe sanctuary for children and youth.

3. The MinistrySafe background check system is designed to assist you by using an on-line process. This will save you time and assure that the process is tracked through completion as well as the date when background checks were completed. If it's not possible to send an email invitation to the applicant, we've enclosed a paper form that can be used to get authorization and the required information to run the national background check. Make copies as you need them, but we strongly urge you to use the on-line process unless the applicant does not have a personal email address.

Access and use of the MinistrySafe resources, tools and website is free to churches in our Conference. Furthermore to encourage our churches to comply with the recommended background process and safe sanctuary procedures your church is given a \$60 credit to use during 2015 for background checks. Level 3 checks cost \$ 16.95 and level 1 checks cost \$ 9.55. Also to assist you in reducing costs we will continue to keep a password protected list of background checked individuals on the PNW website so that you will know if an individual has already been checked by camping, districts/conference events, or other churches.

#### What's Next?

Review the information in this packet and then set up your account by following the step by step process in the MinistrySafe guide.

On our website [www.pnwumc.org/providing-a-safe-sactuary](http://www.pnwumc.org/providing-a-safe-sactuary) we have updated the following information to further assist you.

1. PNW Conference Safe Sanctuary Guidelines – Revised 5-27-2013
2. Social Media Guidelines – Revised 2-25-2014
3. Incident Report Guidelines (includes a report form)
4. Master Cleared List | National Background Checks
5. National Background Check Consent Form
6. Sample Media/Photo Release form

Thanks for the ministry work of all of our churches and your commitment to providing a safe sanctuary. For questions or help please call Teri Tobey at 206-870-6822