



## Instructions for Safe Gatherings Registration

### All Applicants

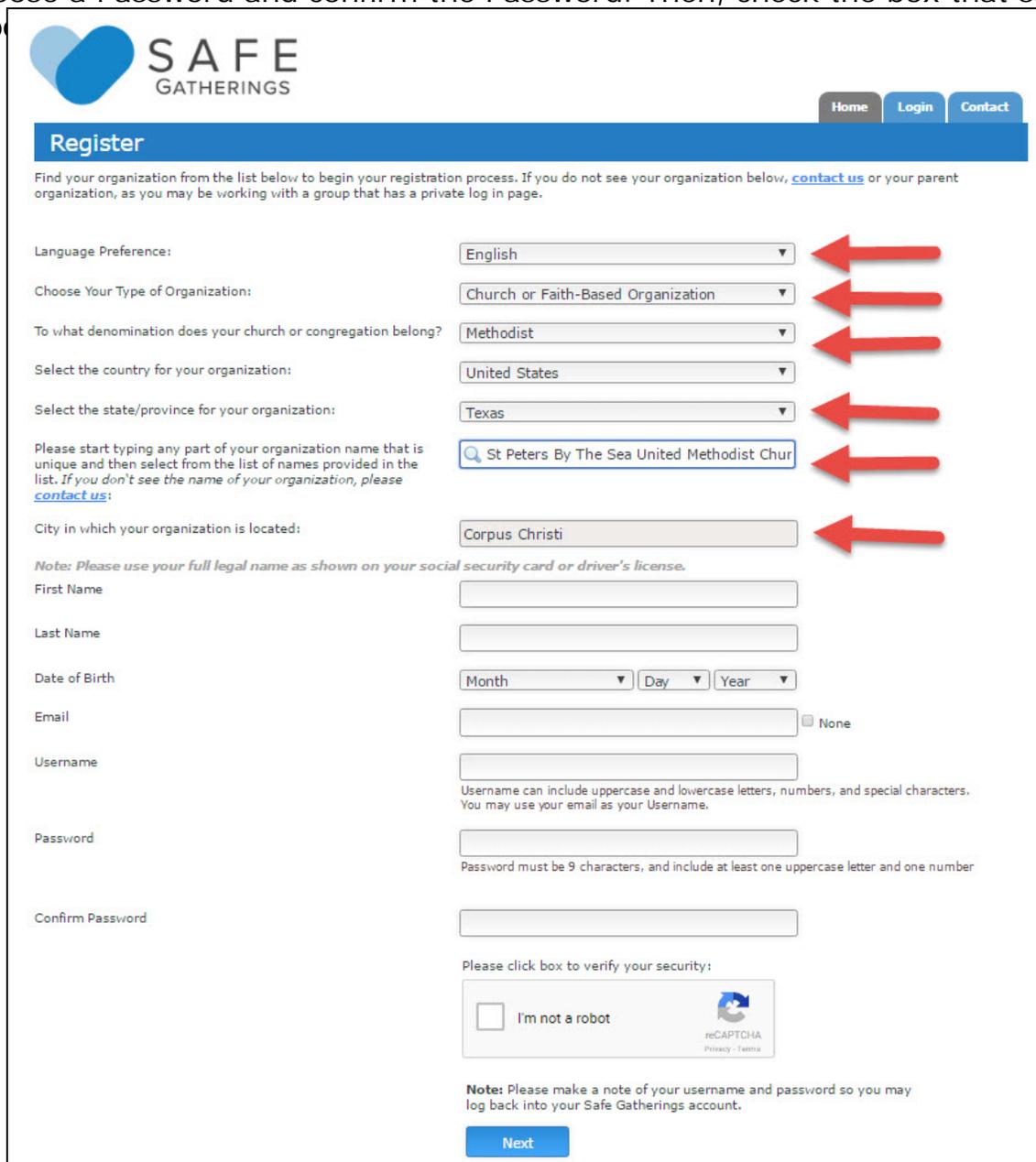
**Step 1:** Go to [www.safegatherings.com](http://www.safegatherings.com) and click any of the links for "Get Started."



**Step 2:** Choose your Language Preference, Type of Organization (Church or Faith-Based Organization), Denomination, Country, and State. Then, start to type your church. In this example, we are using **St. Peters By the Sea**. When your church appears, select it from the dropdown box. The city of Corpus Christi will autofill. **If you are clergy-** you should select **your district** in this organization drop-down menu.

Then, fill in your First Name, Last Name, and Email. (Note: An email address is not required but is recommended to allow for password retrieval and approval notification. If you do not have an email, check the box that says "None.") If an email is provided, the form will automatically enter that email as your Username (you can modify the username).

Next, choose a Password and confirm the Password. Then, check the box that says "I'm not a robot"



The screenshot shows the registration page for SAFE GATHERINGS. The page has a blue header with the logo and navigation links for Home, Login, and Contact. Below the header is a blue bar with the word "Register". The main content area contains a registration form with several dropdown menus and text input fields. Red arrows point to the following fields: Language Preference (English), Choose Your Type of Organization (Church or Faith-Based Organization), To what denomination does your church or congregation belong? (Methodist), Select the country for your organization: (United States), Select the state/province for your organization: (Texas), and City in which your organization is located: (Corpus Christi). The search results for the organization name show "St Peters By The Sea United Methodist Chur". Below the dropdowns are fields for First Name, Last Name, Date of Birth (Month, Day, Year), Email (with a "None" checkbox), Username, Password, and Confirm Password. At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a "Next" button.

SAFE GATHERINGS

Home Login Contact

### Register

Find your organization from the list below to begin your registration process. If you do not see your organization below, [contact us](#) or your parent organization, as you may be working with a group that has a private log in page.

Language Preference: English

Choose Your Type of Organization: Church or Faith-Based Organization

To what denomination does your church or congregation belong? Methodist

Select the country for your organization: United States

Select the state/province for your organization: Texas

Please start typing any part of your organization name that is unique and then select from the list of names provided in the list. If you don't see the name of your organization, please [contact us](#):

St Peters By The Sea United Methodist Chur

City in which your organization is located: Corpus Christi

*Note: Please use your full legal name as shown on your social security card or driver's license.*

First Name

Last Name

Date of Birth: Month Day Year

Email  None

Username

Username can include uppercase and lowercase letters, numbers, and special characters. You may use your email as your Username.

Password

Password must be 9 characters, and include at least one uppercase letter and one number

Confirm Password

Please click box to verify your security:

I'm not a robot

reCAPTCHA

Privacy Terms

**Note:** Please make a note of your username and password so you may log back into your Safe Gatherings account.

Next

### Step 3: Complete the rest of the registration, answering every question.

There are 6 registration screens to complete.

The screenshot shows the first registration screen. At the top left is the SAFE GATHERINGS logo. The page title is "Registration". Below the title is a blue navigation bar with "Home", "Contact", and "Logout" links. A message reads: "Thank you for applying for Safe Gatherings approval. The registration form takes just a few minutes to complete. All fields are required in order to apply, so please be sure to fill in each field on this form." The form fields include: First Name (Susan), Middle Name, Last Name (Luedig), Maiden Name, Aliases or Other Names Used, Preferred Name, and Applicant type (Choose your Applicant Type). At the bottom, there is a checkbox for "My role in ministry will include driving, so I need a DMV check included in my background check. (Additional \$10.00 fee)" and a "Next" button.

**Personal Info:** Your first name and last name will auto-fill based on the first registration screen. Fill out Middle Name, Maiden Name, and any Aliases to make sure the background check covers the correct person. The Preferred Name will automatically combine your first and last name unless you manually click on that field to enter information.

**Applicant Type:** Choose from the list of applicant types.

**DMV Check:** If you will be driving as part of your service to the Conference, you will check the box at the bottom of the page that adds a DMV check to the background check.

The screenshot shows the second registration screen. It features the same header and navigation as the first screen. The form fields include: Home Phone, Work Phone, Mobile Phone, Email, Permanent Address (Street, City, State, ZIP/Postal Code), and a "Next" button.

**Contact Info:** Please input all available phone numbers. Safe Gatherings keeps all data collected private. It is used solely for the purpose of screening and contact from Safe Gatherings as needed. If you've provided an email address, it will auto-fill from the first registration screen.

**Permanent Address:** This should be your current residence.

The screenshot shows the third registration screen. It features the same header and navigation. The form fields include: Date of Birth (Month, Day, Year), Gender (Male, Female), Social Security Number, Primary Area of Ministry, Number of years attending, List of all previous church work involving children/youth, or vulnerable adults (identify church and type of work), and a question: "Have you lived outside the state at any point over the last seven (7) years?" with Yes/No options. A "Next" button is at the bottom.

**Confidential Information:** Date of Birth, Gender, and Social Security Number are required for background screening.

Next, fill out Primary Area of Ministry, Number of Years Attending, and list previous church work involving children, youth, or vulnerable adults. Finally, check "Yes" or "No" to the question regarding whether you've lived outside the state over the past 7 years.



Home Contact Logout

### Registration

Thank you for applying for Safe Gatherings approval. The registration form takes just a few minutes to complete. All fields are required in order to apply, so please be sure to fill in each field on this form.

Complete the following questions. In the questions below, vulnerable adults include, but are not limited to, the elderly and any person who has a physical, mental, emotional, or developmental disability.

Have you ever been convicted of a crime?  Yes  No

Have you ever been convicted of sexual assault, rape, or sex crimes?  Yes  No

Have you ever been found guilty in any dependency action or domestic relations proceeding of abuse, assault, or exploitation of children, youth, or vulnerable adults?  Yes  No

Have you ever been accused of abuse, assault, or exploitation of children, youth, or vulnerable adults?  Yes  No

Has your driver's license been suspended or revoked within the last 7 years?  Yes  No

Have you ever resigned, been terminated or been asked to resign from a position, either paid or volunteer, due to complaint(s) of harassment or abuse?  Yes  No

Other than the above matters, are there any facts or circumstances involving you and your background that would call into question your being entrusted with the supervision, guidance and care of children, youth, or vulnerable adults?  Yes  No

Back Next

**Questionnaire:** Answer the questions truthfully and to the best of your knowledge. If you answer "Yes" to any of the questions, the form will ask you to provide additional information.



Home Contact Logout

### Registration

Thank you for applying for Safe Gatherings approval. The registration form takes just a few minutes to complete. All fields are required in order to apply, so please be sure to fill in each field on this form.

#### Clergy Reference

Name

Email

Confirm Email

Phone

When choosing your references, please select a clergy reference and a professional reference that you have known long enough for them to have a good understanding of your character.

If you do not know a clergy member well, you may seek a church staff member or a secular professional reference. If you do so, you must fully explain why you are not using a clergy member as your clergy reference.

You may not use a family member as any of your references.

#### Professional Reference - must be over 18 and not related to you

Name

Email

Confirm Email

Phone

As a person in authority, it is my responsibility to refrain from any sexual contact with, respect the boundaries of, and prevent abuse of children, youth, and/or vulnerable adults in my care. I will follow all policies and practices recommended by Safe Gatherings and the organizations I serve regarding appropriate ways to serve children, youth and/or vulnerable adults in my care.

I certify that the information I have provided in my application is true and correct. By submitting this application, I hereby request and authorize Safe Gatherings to conduct background checks for the purpose of obtaining information necessary for the review of my application. I further agree that, in order to obtain honest personal references for my application, I waive my right to read the references and agree that they should remain confidential.

I understand and agree that Safe Gatherings will review my application based on the responses and information received. I authorize Safe Gatherings to share my application status, related information, and the approval or rejection of my application with my local church congregation and/or the California FaithCare Conference. I understand that if I am denied, I may be asked to terminate any current or future roles as one who interacts with children, youth, and/or vulnerable adults.

I have read and agree to the Safe Gatherings Terms of Service

Back Finish and Register

**Reference Requests:** Please input information for 2 people to be contacted via email to provide references on your behalf. One is for a clergy reference, and the other a lay or professional reference. Neither should be related to you.

**Conditions/Terms of Service:** Be sure to read and fully understand the conditions, as well as the Terms of Service as they are stated on the Safe Gatherings website.

Finally, click the "Finish and Register" button.



Home Contact Logout

### Disclosure and Authorization

**(DISCLOSURE)** By submitting this application, I understand that Safe Gatherings may obtain information about me from a third party consumer reporting agency for the purpose of obtaining information necessary to make decisions about the approval of my application. I understand that this investigative consumer report may include information about my criminal, general reputation, personal characteristics, and/or credit history. These reports may contain information regarding criminal history, credit history, judgments, and/or public records (including records), or other background checks.

I understand that I have the right, each written request made with a reasonable time after submitting my application, to request the nature and scope of any investigative consumer report conducted by Safely Forward Services, on behalf of Safe Gatherings, at 855.933.8244, between 9/11/2020 and 9/11/2021.

**ACKNOWLEDGEMENT:** Further acknowledgment and receipt of the "Terms of Your Rights Under the Fair Credit Reporting Act (FCRA)" and that I understand the Disclosure and Summary of Your Rights Under the Fair Credit Reporting Act (FCRA). I hereby authorize Safe Gatherings to obtain the investigative consumer report on me through the consumer reporting agency of its choice.

According to the Fair Credit Reporting Act, if any adverse decision is made with respect to my application, based entirely or in part on the information included in the investigative consumer report prepared by a consumer reporting agency, I understand that I am entitled to receive a copy of that report upon written request and a disclosure of the nature and scope.

Under California Civil Code section 170C.22, you are entitled to find out what is in the investigative consumer report (ICR) file we use, with greater identification, as follows:

- In person, for a visual inspection of your file during normal business hours and on reasonable notice. The ICR may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICR file as you deem it required to be provided by the California Civil Code will be provided to you via telephone. If you have made a written request, with proper identification, for telephone disclosure, we will follow up, if any, for the information you requested.

It is my responsibility to file for credit to request a copy of each ICR file containing your name for verified readings that will be held for 30 days from the date of your request by submitting a request to Safely Forward Services (SFS) at 855.933.8244.

"Paper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with your submission with the ICR file required additional identification concerning your employment and personal or family history in order to verify your identity. The ICR is a private report prepared to explain any information furnished by you and will provide a further explanation of any credit information contained in the report and any use. This further explanation will be provided whenever a copy is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. All ICRs may require you to furnish a written request, giving permission to the ICR file, disclose and use the report person's contents.

1. Please check the box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by Safe Gatherings. Member you have a right to receive a copy within the 30-day time, but you must submit your request within:

2. I understand and agree to the above.

3. I consent to be electronically report the Fair Credit Reporting Act Disclosure and I use print a copy of the document or request a copy from Safe Gatherings: 1. 855.245.8244 and 3. I to electronically sign and submit the document to Safe Gatherings.

My Name (must be the same name used when you registered): \_\_\_\_\_  
Approved Signature: \_\_\_\_\_  
Please print your name: \_\_\_\_\_

Finish and Register

**Disclosure and Authorization:** Read the Disclosure and Authorization information regarding the Fair Credit Reporting Act. Fill in the blanks/checkboxes at the bottom, including the Signature line.



SAFE GATHERINGS

Home Go to Address Contact Logout

### Payment

Payment Amount  
Background Check Fee \$15.00

Safe Gatherings Training \$20 has been paid by Rio Texas IMC Conference

Coupon Code  [Apply](#)

Payment details:

Card Number

Expiration Date June 2017

Billing details: [Same as registration information](#)

First Name:

Last Name:

Address:

City:

State:

ZIP/Postal Code:

Email:

Phone:  -  -

[Pay](#)

The Rio Texas Conference has chosen to pay for the training portion for its applicants. The applicant is responsible for payment of the background check portion of the application unless the individual church has chosen to pay that part of the fee for its applicants. Once you pay any amount due by credit card on this page, a background check will be ordered as required and you can begin your training.

#### Step 4: Application Status Dashboard and Training Gateway



SAFE GATHERINGS

Home Contact Logout

### Welcome to Safe Gatherings

Thank you for applying for Safe Gatherings. Your information has been submitted for review and background checks. Please click the button below to proceed to the online training course. You have the ability to log out at any time and to log back in using your username and password at [www.safegatherings.com](http://www.safegatherings.com).

#### Application Status

	Status	
Application ( <a href="#">Update Profile</a> )	Pending	
Payment	Received	
Course Completion	<a href="#">Not Completed</a>	
Lay Reference	Not Received <a href="#">View/Change Reference</a>	
Clergy/Superintendent Reference	Not Received <a href="#">View/Change Reference</a>	
Background Check	Pending	

[Click here for Training Course](#)

This screen is your application status dashboard. It shows the status of your application and is also your gateway to the training course. You may login to your account at any time to view your current status.

To begin your training, click the blue button at the bottom of the page that says, "Click here for Training Course."

**Thank you for using Safe Gatherings, and for your service!**