

For persons volunteering or employed in a church ministry or in a school.

Interview Procedures

1. Determine that the person has been a member of your church for at least 6 months and known by yourself or another ministry leader. If the latter, best practice would be to talk with the ministry leader to whom this person is known and ask if they know of any reason the person should not be invited into your ministry program to work with children/youth or adults. In a school, be assured that the person is part of the school community (e.g. a parent), known to the school community or brings necessary professional credentials for the position they are seeking.
2. Describe the Safeguarding certification process to the person and ask if they are ready to begin that process.
3. On the Interview form, fill-in their full name and email address.
4. Ask the person the interview questions and record their responses on the interview form. When completed, send the form to the SRA who will send the person an email to invite them into the certification process and then enter the interview responses into that person's SRS file.

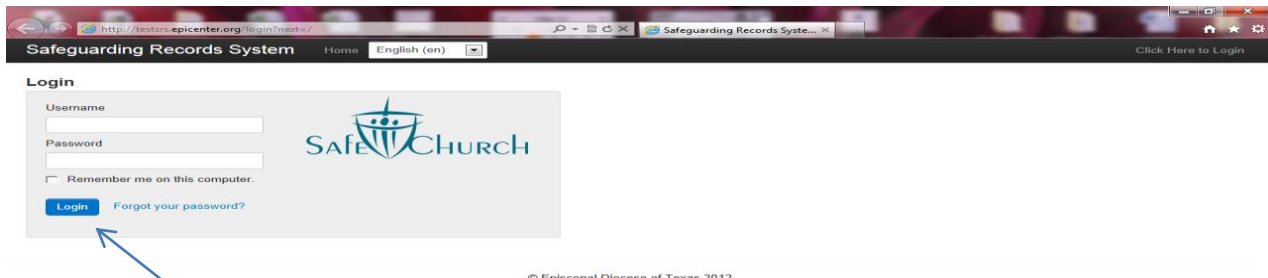
Note: You will use the procedure outlined above for individuals seeking certification for Safeguarding God's Children and Safeguarding God's People using the Interview Questions designated for the certification they are seeking.

Certification for Safeguarding God's Children and Safeguarding God's People includes the following:

- Personal Interview
- Individual accessing the Safeguarding Records System to complete
 - Application
 - References requested and subsequent reference checks
 - Nationwide criminal and sex offender registry background check
 - Safeguarding training
 - Acknowledgement form
 - All of the above except Personal Interview and Training will be completed and the records store electronically.

SRS Interview Procedures for Ministry Leaders

As the leader of a ministry which requires parishioners to be certified in *Safeguarding God's Children* or *Safeguarding God's People*, you will be sent an email from support@epicenter.org which will provide your login and password from Covenant Technology. Please login and update your contact information upon receipt of this email. See below:



Fill in
Username and
password and
click "Login"

 You
can access your contact information under "Profile":



Click the drop down menu
and choose "Profile" to
update your contact
information



You, as a Ministry Leader, will initiate an individual's entry into the Record System by conducting the required Interview for Safeguarding God's Children or Safeguarding God's People as outlined below.

Procedures for Interviews for SRS

Using the appropriate Interview Form** (for *Children* page 5 or *People* page 6)

1. Determine that the person has been a member of your church for at least 6 months and known by yourself or another ministry leader. If the latter and you personally do not know the person, talk with the ministry leader to whom this person is known and ask if they know of any reason the person should not be invited into your ministry program to work with children/youth or adults. In a school, be assured that the person is part of the school community (e.g. a parent), known to the school community or brings necessary professional credentials for the position they are seeking.
2. Describe the Safeguarding certification process to the person (give them the “What to Expect” card) Certification for *Safeguarding God’s Children* and *Safeguarding God’s People* includes the following:
 - Personal Interview
 - Individual receives an email with login and password to access the Safeguarding Records System and they:
 - Update their Profile
 - Complete the Application including . . .
 - References requested (and subsequent reference check)
 - Grant permission for a nationwide criminal and sex offender registry background check to be run
 - Take Safeguarding training
 - Sign the Acknowledgement form
3. On the Interview form, fill-in all of the information requested at the top of the page.
4. Ask the person the interview questions and record their responses on the paper interview form. **When completed**, notify your SRA (by email or in person) of the applicant’s name, address and email.
 - a. The SRA will start the certification process by finding that person in the System or by adding them to the System.
 - b. The SRA can then delegate the Interview to you. You will receive an email with a link to the interview form alerting you that you have an Interview pending. Click on the link, use your login and password and type the applicant’s Interview responses into the form. (Note: you must check a box for Volunteer OR Employee and check the box “Known for 6 months or more as well as enter the responses) Click “Proceed.” You are done with that Interview. Log out (upper right hand corner of screen) and then close.

**** Suggestion – Print Interview forms and enter all the information in writing, then type the information into SRS when the SRA delegates the Interview to you. As soon as you complete the Interview, send your SRA the information at the top of the Interview page so that they may start the person in SRS and delegate you the Interview.**

Under Diocese of Texas *Safe Church* policies, the applicants for Safeguarding Certification may be any of the following:

- A. Seeking certification for *Safeguarding God's **Children***
 - a. As an employee, full or part time (anyone who receives a paycheck)
 - b. As an adult volunteer desiring to work with children and/or youth
- B. Seeking certification for *Safeguarding God's **People***
 - a. Volunteers (parishioners) who seek to serve in any of the following ministries
 - i. Vestry or Bishop's Committee
 - ii. Stephen Ministers
 - iii. Community of Hope
 - iv. Spiritual director (FIND or other professional licensing)
 - v. Lay Eucharistic Visitors
 - vi. Hospital visitors authorized/trained by your church
 - vii. Life leadership/peer coaches
 - viii. Leaders/facilitators of
 - 1. Bible studies
 - 2. Members of Cursillo teams
 - 3. Christian formation leaders (e.g. EFM Mentors, Catechumenate sponsors)
 - 4. Small group ministries (e.g. new member, prayer ministry, ongoing book studies)
 - 5. Licensed preachers, catechists (Canonical)
 - 6. Pastoral Leaders
 - 7. Lay chaplains
 - 8. Interns and people who do field work (e.g. Seminary students)



SGC Interview Form for SRS

Date _____

Phone # _____

Applicant's Name _____

Applicant's Email _____

Applicant's Address _____

Interviewed by _____

Position type and Length of time known

Volunteer

Employee

This person has been known to us for 6 months or more (if new employee, check this box even if not know for 6 months)

Why do you wish to be involved in children's or youth's ministry?

What other children/youth activities or organizations are you or have you been involved with?

What do you know about our Safeguarding God's Children program?

SGP Interview Form for SRS

Date _____ Interviewed by _____

Applicant's name _____

Applicant's Email _____ Phone _____

Applicant's Address _____

Please give an example of a "boundary violation." Has that ever happened to you, or has anyone ever said that you violated a boundary? [YES NO] If "yes" please explain.

Has disciplinary action of any sort ever been taken against you by a licensing board, professional association, ecclesiastical body, or educational or training institution? [YES NO]. Have there been complaints against you that did not result in discipline? [YES NO] Are there complaints pending against you before any of the above named bodies? [YES NO] If "yes", please explain.

Have you ever been asked to resign or been terminated by an employer or an organization where you were a volunteer? [YES NO] If "yes", please explain.

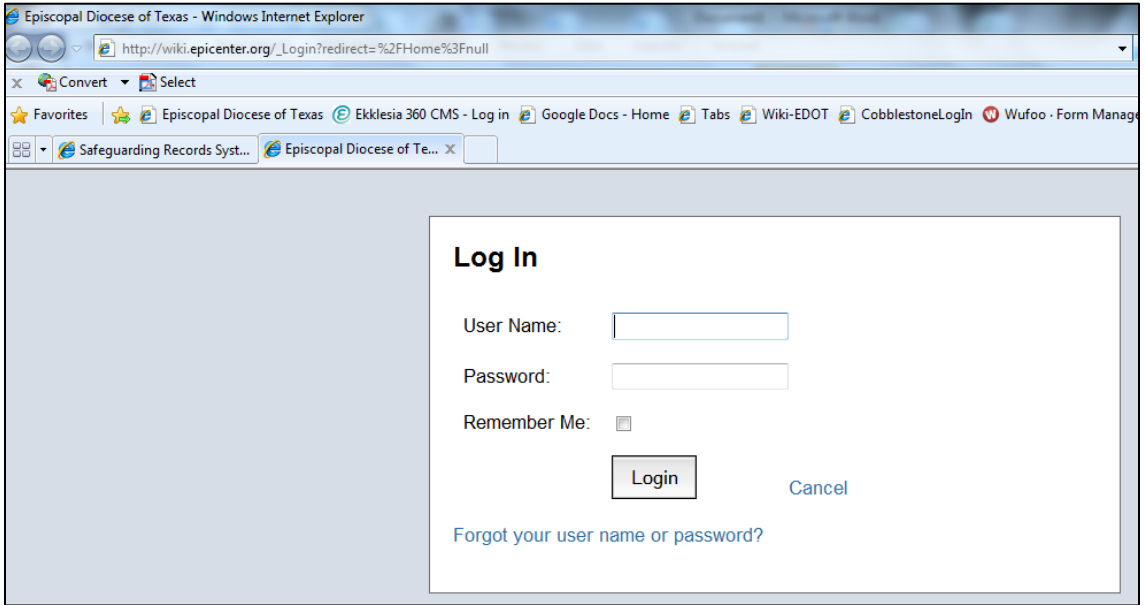
Have you ever been charged, formally or informally, with any ethics violation, sexual exploitation, sexual abuse or sexual harassment? [YES NO] Are any such actions or complaints pending against you? [YES NO] If "yes" please explain.

Have you ever had a restraining order, injunction, or order for protection issued against you? [YES NO] If "yes" please explain.

Have you ever been accused of neglect or domestic violence? [YES NO] If "yes" please explain.

HOW TO LOGON TO SAFEGUARDING RECORDS SYSTEM (SRS)

Go to: <http://srs.epicenter.org>



Your login will have been provided to you.

If you have forgotten your password, use the link to have an email sent to you with your password information.

Please note, if you select Remember Me, the system will keep your password for you. However, you will need to be aware at all times of who is using your computer and leave it in the locked position when you leave your desk to protect the information stored in the files.