

Grace Church Safe Ministry Leaders'/Audit Guide

TASK	ACTION	RESPONSIBILITY
<p>Promotion of Safe Ministry courses and restrictions on ministry service.</p>	<ul style="list-style-type: none"> • Sunday announcements • Sunday newsletter 	<p>Sunday service leaders Newsletter editors</p>
<p>Update the Congregation Contact List annually</p>	<p>Collect current names and addresses of regular attendees of Grace Church</p>	<p>Contact list editor</p>
<p>Provide a list each quarter of people who have satisfied the conditions for serving</p>	<p>Compile a list of people [comprising of name (as known), address and phone no.] who have completed the SM Volunteers course</p>	<p>Safe Ministry online admin</p>
<p>Choose volunteers to include on rosters and remove volunteers as necessary</p>	<ul style="list-style-type: none"> • 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 	<p>Roster Coordinator(s)</p>
<p>Audit process</p>	<p>Mid quarter check of:</p> <ul style="list-style-type: none"> • 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 	<p>Auditor</p>