

Sample Safe Congregation Implementation Responsibilities

After the Safe Church policy is designed and adopted, establishing an **Implementation Team** helps. Then that team is responsible for:

- helping with screening of potential volunteers
- monitoring various programs for compliance
- reviewing suggested changes to the policy
- keeping the congregation informed about the policy.

The more casual announcements or mentions of various components of the policy in the newsletter, adult education or other forums, the more the vision of a safe congregation is enhanced.

The Senior Pastor provides spiritual, prophetic, educational, and administrative leadership to the congregation. The Senior Pastor is responsible for receiving all confidential portions of the volunteer documents and for obtaining the results of criminal background checks. The Senior Pastor receives notification of any complaints of abuse, harassment, or exploitation and follows through with legal reporting requirements. The Senior Pastor also ensures that church staff is in compliance with the Safe Congregation Policies and Procedures.

The Moderator is the senior lay officer of the church. The Moderator, together with the Senior Pastor, receives notification of any complaints of abuse, harassment, or exploitation and follows through with legal reporting requirements. The Moderator presides over the Cabinet and ensures that its members are in compliance with the Safe Congregation Policies and Procedures.

The Cabinet is the elected decision making body of the church. The Cabinet is responsible for ratifying the Safe Congregation Program and for conducting an annual review of the Safe Congregation Policies and Procedures. In the event of a complaint of harassment or exploitation, the Cabinet will appoint a Response Team and serve as the final point of appeal in the complaint process. The Cabinet oversees the work of the Boards and ensures that each Board is apprised of its role in the Safe Congregation Program.

The Board of Church Ministries, Board of Community Ministries, and Board of Trustees, together with the Cabinet, share the responsibility for formulating and carrying out the program of the church. Each Board is the supervisory body for volunteers engaged in its various ministries. As such, each Board is responsible for maintaining compliance with the Safe Congregation Policies and Procedures and for investigating any complaints of harassment or exploitation that may be referred to the Board by a Response Team. Each Board shall also provide feedback to the Cabinet for the annual review of the Safe Congregation Policies and Procedures.

The Directors for Children and Youth Ministries and the **Minister of Music** are church staff members who work directly with children and youth and who supervise volunteers in these ministries. Each is responsible for receiving reports of abuse and

following through with all legal reporting requirements. Each is also responsible for ensuring that the programs and volunteers they coordinate are in compliance with the Safe Congregation Policies and Procedures. Likewise, any additional **program staff** hired or **Associate Pastor** called shall have these responsibilities for their respective program areas.

The Congregation is responsible for supporting and abiding by the Safe Congregation Policies and Procedures, attending all applicable training sessions, and for bringing any concerns regarding the Safe Congregation Program to the attention of program staff, Authorized Pastors, or the Cabinet.