



“CONNECTING PEOPLE WITH GOD IN PRACTICAL WAYS”

Steps to complete the certification process

To receive local Safe Sanctuaries certification to work with the children and youth of St. James UMC, please follow these steps. It is your responsibility to check to see that these steps are completed.

1. Complete Safe Sanctuaries Training

- For local certification, you may receive training when it is offered at St. James UMC. It is the intent of St. James personnel to offer the training a minimum of bi-annually.
- For conference certification, training may be completed online or by attending a live training session. Training dates may be obtained from the MO Conference website (www.moumethodist.org).

2. Complete the required forms

- Safe Sanctuary Application Form
The application form is your statement of disclosure and includes your contact information.
- Safe Sanctuaries Covenant Statement
The covenant statement summarizes the policies and requires disclosure.
- Background Release Form
The background release is required for all applicants authorizing St. James UMC to receive information on persons working with or desiring to work children and/or youth.
- Missouri Department of Health and Senior Services Worker Registration Form
The worker registration form provides a method to obtain background screening information.

3. Application Review for Certification

When all of your steps have been completed and the appropriate paperwork has been filed, your file will be reviewed for certification. If you meet the requirements, you will receive a certification letter. If your file is denied, you will receive a letter of explanation and will be unable to work with children and/or youth at St. James UMC. Time for notification is primarily based on time to process background screening. It is the intent of St. James UMC to inform persons of certification status within six (6) weeks.

St. James Training Information

St. James UMC does not charge a fee to train its members and personnel. The fee of \$9 is to process the background check. The preferred method of payment is a check payable to the Missouri Department of Health and Senior Services.

Certification will be valid for **four** (4) years. When the certification expires at the end of four years, the application process starts over with completion of the application process and training.

Questions and concerns can be addressed to the Chief Ministry Officer at 816.444.5588 x103.