

## **Notice About MinistrySafe for Congregations June 2022**

As of June 2022, each congregation in the Diocese will be responsible to administrate and monitor its own lay staff and volunteer trainings, background checks and renewals. This requires each church to purchase its own subscription to MinistrySafe. The cost is approximately \$125/year with the discount below, plus \$5 for each training and \$12+ for each background check.

### **To Sign Up:**

1. Go to <https://ms.ministrysafe.com/acna/>, scroll down and click the “Sign Up” button.
2. Enter the discount code **ACNA2022** when prompted in the billing section.
3. If you have been a “supervisor” under the Diocese's MinistrySafe account, you will need to create a new, unique username.
4. Once you have signed up for your account, please contact the Diocesan Administrator at [admin@anglicandsj.org](mailto:admin@anglicandsj.org) or 559-244-4828. The administrator will ensure MinistrySafe migrates your church’s existing data to your system. (Clergy data will remain within the Diocese’s system.)

### **After Logging in the First Time:**

1. Watch the demo video for a brief tour of the system.
2. Go into the gear icon on upper right of your home screen and ensure your Organization Information is correct.
3. Go into Organization Settings/“Background Check Module Configuration” and change the Renew Background Check setting to every 3 years. Click the box “Renewal Notification.” Do the same for the Trainings Configuration.
4. Under Background Checks menu on left side of screen, activate the option to order background checks. You will need to digitally fill out a form to activate this service.

For questions about getting started, or the Compliance guidelines, call or email the Diocesan Administrator at [admin@anglicandsj.org](mailto:admin@anglicandsj.org) or 559-244-4828.

For MinistrySafe tech support, call their customer service at 817-737-7233.

NOTE: If your church is in California, your lay staff and volunteers will need to complete the 2021 CA version of the Abuse Awareness Training, listed in the training options. This training is required by California law and includes a section on how to report suspected abuse. Call MinistrySafe customer support for help if needed.