



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

SAFE SANCTUARY TASK TEAM

Job Description

Overview/Purpose

The congregation of Collierville United Methodist Church is committed to providing a safe and secure environment for all children, youth, and adults who participate in the ministries and activities sponsored by our church and other community activities hosted by our church. The Safe Sanctuary Task Team assures that the congregation is following guidelines that reflect our congregation's commitment to preserving this church as a safe and sacred place for all who enter its doors so all can experience the love of God through relationship with others. This in turn promotes the church's vision and mission.

Meetings

- Quarterly with possible additional planning prior to trainings or policy revisions

Task Team Responsibilities

- Review yearly the Safe Sanctuary Policy to insure that it is up to date.
 - Present any suggested edits or revisions to:
 - Staff Liaison
 - Board of Trustees
- Review yearly the Safe Sanctuary Training Presentation to insure that it is in alignment with the current Policy and to check for any suggested revisions throughout the year or quarter.
 - Present any suggested edits or revisions to:
 - Staff Liaison
 - Upon approval, make revisions:
 - To the Presentation
 - Update the Trainers' Folders
 - Update the Supplies Box (found in the Work Room Closet)
- Set up monthly Training Presentations to be offered on different days and at different times.
 - Recruit 1 Trainer for each session
 - Recruit 1 Helper for each session – to sign in participants and let them know which paper work is necessary for them to fill out
 - Request the updated Safe Sanctuary Trained Volunteers & Staff list from the office staff a day or two before the Training to be used for check-in purposes.
- Replenish supplies for Training Presentations, as needed
- Become a Trainer and train new Trainers, if necessary

Meetings

- Quarterly with Safe Sanctuary Task Team

Events

- Insure monthly Training Presentations

Length of Service

- 2 years



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Chairperson

Overview:

Our congregation's purpose for establishing this Protection Policy and accompanying procedure is to demonstrate our absolute and unwavering commitment to the safety and spiritual growth of all of our children, youth, and adults with special needs. The **Safe Sanctuary Task Team** will administer and monitor all aspects of its ministry.

- Maintain a healthy and growing spiritual life and lead others to do the same
- Elect a Vice-Chair and a secretary to record minutes at the first meeting of the year
- Communicate with your staff liaison to discuss the agenda for the meetings
- Update Social Media and communications with staff liaison
- Be familiar with United Methodist resources, facilitate their use and recommend appropriate resources for Safe Sanctuary Ministries

Coordinate

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Other Committees you will serve on

- Council on Ministries – 5-6 times a year
- Administrative Board – 5-6 times a year

CORE VALUES

SCRIPTURE: Led by God's Word

LOVE: Growing in God's Grace

HUMILITY: Walking w/God

SERVANTHOOD: Living as God's Servants

MISSION: Reaching out in God's Love, Justice & Mercy