



Presbytery of Milwaukee

Instructions for Safe Gatherings Registration

Step 1: Go to www.safegatherings.com and click the button for "Register Now" or click the "Register" tab at the top of the page.



Step 2: Choose your language preference and find your congregation.

Denomination: Presbyterian Church

Country: United States

State: Wisconsin

City: Milwaukee

Organization: TEACHING ELDERS

Step 3: Complete the rest of the registration, answering every question.

There are 6 registration screens to complete.

The screenshot shows the first registration screen titled "Registration". It includes a navigation menu with "Home", "Register", "Learn More", "FAQ", and "Contact". Below the header, there is a thank-you message and a note that all fields are required. The form contains input fields for First Name, Middle Name, Last Name, Maiden Name, and Aliases or Other Names Used, each with a "None" checkbox. There is also a field for Preferred Name and a dropdown menu for Applicant Type. A "Next" button is at the bottom.

Personal Info: First, Middle, Last, Maiden Name, and Aliases help to make sure we check the correct person. The "preferred name" will automatically combine the first and last name unless you manually clicking on that field to enter information.

Applicant type: Choose from options: Lay Person, Teaching Elder, Church Staff, Presbytery, or Other.

The screenshot shows the second registration screen titled "Registration". It includes a navigation menu with "Home", "Register", "Learn More", "FAQ", and "Contact". Below the header, there is a thank-you message and a note that all fields are required. The form contains input fields for Home Phone, Work Phone, and Mobile Phone, each with a "None" checkbox. There is also an Email field with a "None" checkbox. Below these are fields for Confirm Email, Safe Gatherings Log In Username, Password, and Confirm Password. There is also a section for Permanent Address with fields for Street, City, State (a dropdown menu), and ZIP/Postal Code. "Back" and "Next" buttons are at the bottom.

Contact Info: Please input all available phone numbers. Safe Gatherings keeps all data collected private. It is used solely for the purpose of screening and contact from Safe Gatherings as needed.

Email: An email address is not required but is recommended. Your email will allow for password retrieval and approval notification.

Username & Password: If an email is provided, the form will automatically enter that email as the username. However, you can modify your username.

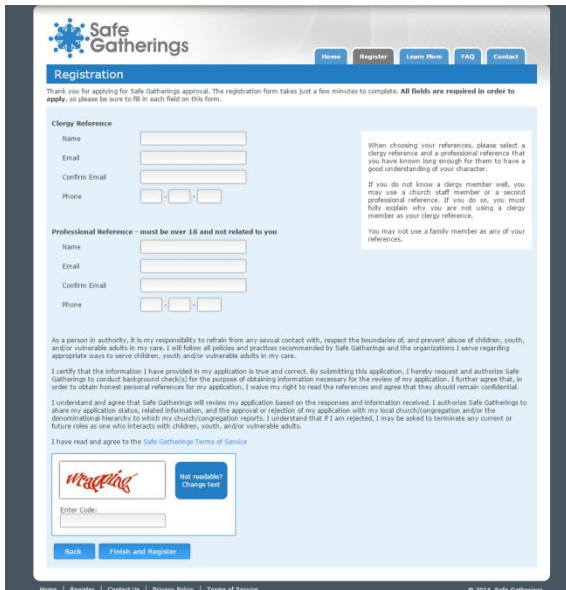
Permanent Address: This is the address of your current residence.

The screenshot shows the third registration screen titled "Registration". It includes a navigation menu with "Home", "Register", "Learn More", "FAQ", and "Contact". Below the header, there is a thank-you message and a note that all fields are required. The form contains fields for Date of Birth (Month, Day, Year dropdowns), Gender (Male/Female radio buttons), Social Security number, Primary Area of Ministry, and Number of years attending. There is a text area for "List all previous church work involving children/youth, or vulnerable adults (Identify church and type of work)". There is also a question: "Have you lived outside the state at any point over the last seven (7) years?" with Yes/No radio buttons. "Back" and "Next" buttons are at the bottom.

Confidential Information: Date of Birth, Gender, Social Security Number, and other fields are required for background screening.

The screenshot shows the fourth registration screen titled "Registration". It includes a navigation menu with "Home", "Register", "Learn More", "FAQ", and "Contact". Below the header, there is a thank-you message and a note that all fields are required. The form contains a series of questions with Yes/No radio buttons: "Have you ever been convicted of a crime?", "Have you ever been convicted of sexual assault, rape, or sex crimes?", "Have you ever been found guilty in any dependency action or domestic relations proceeding of abuse, assault, or exploitation of children, youth, or vulnerable adults?", "Have you ever been accused of abuse, assault, or exploitation of children, youth, or vulnerable adults?", "Has your driver's license been suspended or revoked within the last 7 years?", "Have you ever resigned, been terminated or been asked to resign from a position, either paid or volunteer, due to complaint(s) of harassment or abuse?", and "Other than the above matters, are there any facts or circumstances involving you and your background that would call into question your being entrusted with the supervision, guidance and care of children, youth, or vulnerable adults?". "Back" and "Next" buttons are at the bottom.

Questionnaire: Answer the questions truthfully and to the best of your knowledge. If you answer "yes" to any of the questions, the form will ask you to provide additional information.



Registration

Thank you for applying for Safe Gatherings approval. The registration form takes just a few minutes to complete. **All fields are required in order to apply, so please be sure to fill in each field on this form.**

Clergy Reference

Name:
 Email:
 Confirm Email:
 Phone: - -

Professional Reference - must be over 18 and not related to you


Name:
 Email:
 Confirm Email:
 Phone: - -

As a person in authority, it is my responsibility to refrain from any sexual contact with, respect the boundaries of, and prevent abuse of children, youth, and/or vulnerable adults in my care. I will follow all policies and practices recommended by Safe Gatherings and the organizations I serve regarding appropriate ways to serve children, youth and/or vulnerable adults in my care.

I certify that the information I have provided in my application is true and correct. By submitting this application, I hereby request and authorize Safe Gatherings to conduct background check(s) for the purpose of obtaining information necessary for the review of my application. I further agree that, in order to obtain honest personal references for my application, I waive my right to read the references and agree that they should remain confidential.

I understand and agree that Safe Gatherings will review my application based on the responses and information received. I authorize Safe Gatherings to share my application status, related information, and the approval or rejection of my application with my local church/congregation and/or the denominational hierarchy to which my church/congregation reports. I understand that if I am rejected, I may be asked to terminate any current or future roles as one who interacts with children, youth, and/or vulnerable adults.

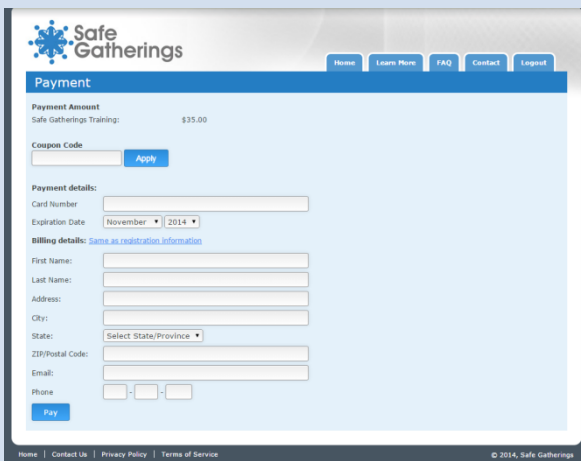
I have read and agree to the Safe Gatherings Terms of Service



Reference Requests: Please input information for 2 people to be contacted via email to give references on your behalf. One is for a clergy reference, and the other a lay or professional reference. The form will provide instruction if you do not have an appropriate clergy reference.

Terms & Conditions: Be sure to read and fully understand the terms and conditions as they are stated on the Safe Gatherings website.

Captcha: Input the word displayed into the field provided. This signifies that you are a person and not a spammer or "bot."



Payment

Payment Amount: \$35.00
 Safe Gatherings Training: \$35.00

Coupon Code:

Payment details:

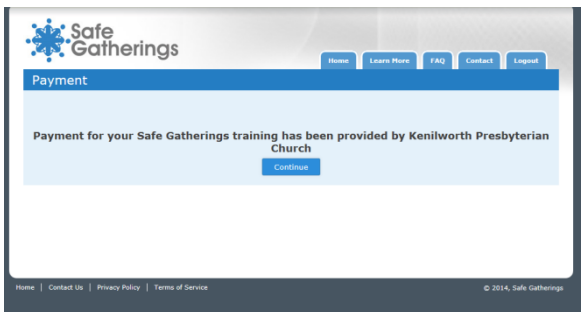
Card Number:
 Expiration Date: / 2014

Billing details: [Same as registration information](#)

First Name:
 Last Name:
 Address:
 City:
 State:
 ZIP/Postal Code:
 Email:
 Phone: - -

There are 2 ways to pay for Safe Gatherings: Applicant Pay or Church Pay.

Payment Screen: The default setting is for the applicant to pay for Safe Gatherings approval. You will be asked to input a credit card to cover the cost of registration, training, and background checks.



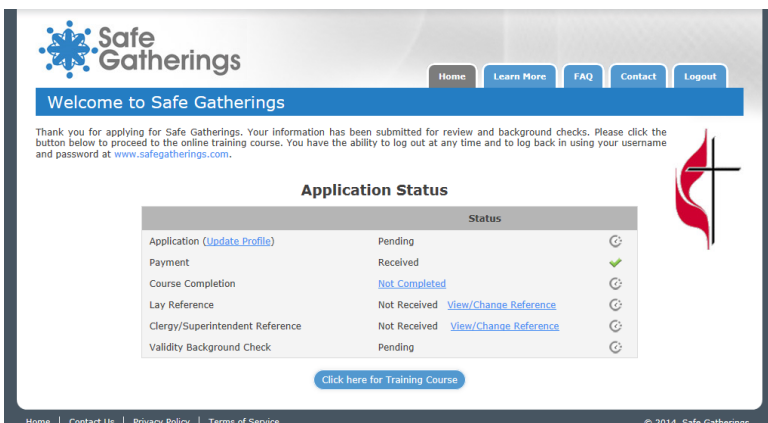
Payment

Payment for your Safe Gatherings training has been provided by Kenilworth Presbyterian Church

Church Pay: If your congregation would like to be set up as Church Pay and be billed monthly for applications that come from your congregation, please call the Safe Gatherings office – 888.241.8258, or email them at contact@safegatherings.com.

**This must be done prior to applicant's completing registration.*

Step 4: Begin Online Abuse Prevention & Boundary Awareness Training



Welcome to Safe Gatherings

Thank you for applying for Safe Gatherings. Your information has been submitted for review and background checks. Please click the button below to proceed to the online training course. You have the ability to log out at any time and to log back in using your username and password at www.safegatherings.com.

Application Status

	Status	
Application (Update Profile)	Pending	
Payment	Received	
Course Completion	Not Completed	
Lay Reference	Not Received View/Change Reference	
Clergy/Superintendent Reference	Not Received View/Change Reference	
Validity Background Check	Pending	

This screen is your application status dashboard. It shows the status of your application and is also your gateway to the training course. You may log into

your account at any time to view your current status.

To begin your training, click the blue button at the bottom of the page that says, "Click here for Training Course."

Thank you for using Safe Gatherings, and for your service!