

Safe and Secure *Instructions*

Information:

- This training must be taken on a computer/laptop. The training videos will not play on a tablet or phone
- Computers are provided at the church for you to take this training if you do not have access to a computer, or are having problems accessing the training.

1.) To begin the process of Safe and Secure training click on the below link to access the application (Hint: copy and paste link):

<https://www.ministryopportunities.org/VillageParkwayBC>

2.) This will take you to an application form on which you will need to provide all of your information.

Application Form

Please enter your information within the next 40 minutes

* This online application is protected by a Secure Certificate Authority, which supports up to a TLS1.2 256-bit encryption process. This process can be verified using your browser's security token information page. All information provided on this form is secure. For more information on how to access this information, please contact us.

Full Legal Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First	Middle	Last
Other Names Used:	<input type="checkbox"/> Check this box to enter other names you may have been known as in the past, such as your maiden name.		
Current Address Since:	<input type="text"/>	<input type="text"/>	
	(MM/DD/YYYY)	Street, apartment, etc.	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City	State	Zip

3.) You are asked to provide your current and previous addresses. You will only need to provide your current address and previous two addresses.

Current Address Since:	<input type="text"/> (MM/DD/YYYY)	<input type="text"/>	Street, apartment, etc.	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City	State	Zip	
Previous Address From:	<input type="text"/> (MM/DD/YYYY)	<input type="text"/>	Street, apartment, etc.	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City	State	Zip	
Previous Address From:	<input type="text"/> (MM/DD/YYYY)	<input type="text"/>	Street, apartment, etc.	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City	State	Zip	

If you can not remember your previous address, then just include the address of which you do have the information.

4.) When completed filling out all the information then click the NEXT button



If you are missing any information that is needed, or entered an error, the site will alert you of that and allow you to go back and complete any section that might need it.

5.) The next section will begin to display various questions for you to answer. These questions walk you through our Safe and Secure policy for Village Parkway. You will need to reach each one and then select the appropriate answer.

Application Questions

1. **CHILD PROTECTION POLICY:** It is our intention to provide a safe and secure environment for the children and youth who participate in activities and ministries here at Village Parkway Baptist Church. We strive to staff ministry programs by matching, screening, and training volunteers with regard to safety for the responsibilities they are assigned. Please read each of the following statements and mark each question as either "Yes" I have read the policy and agree to follow and abide by it; or "No" I have not read and/or do not agree to follow and abide by that policy.

All volunteers must read, understand, and agree to uphold Village Parkway's Child Protection policy.

6.) You will be asked to provide 3 references. For each reference you will need to supply their Name, Phone Number, Address, Years Know, and Relationship to reference.

6. REFERENCE 1: Please provide the Name, Phone Number, Address, Years Know, and Relationship to one person to serve as a reference for you.

7. REFERENCE 2: Please provide the Name, Phone Number, Address, Years Know, and Relationship to one person to serve as a reference for you.

8. REFERENCE 3: Please provide the Name, Phone Number, Address, Years Know, and Relationship to one person to serve as a reference for you.

7.) On the following screen you will provide an electronic signature. This signature grants Village Parkway permission to run a background check, as well as serves as your agreement that all information on the application is correct.

- To provide this signature you will need to click “I Agree” or “I Disagree” and type in your full name along with the date

I hereby release Village Parkway Baptist Church, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

[Print](#) I agree I disagree

Full name:

Date:

8.) Once that is completed then please click “Submit” button

- 9.) After you have submitted this information, the church office will be notified that a new application has been submitted. At that point we will initiate the training and background check.
- Our aim to process each application as soon as possible, but please allow us some time to get to each and every person.
- 10.) Once we have receive your application we will have the system send you a link to our training videos.
- You will receive an email with a link to access the training
 - The email will be from message@mobilizemyministry.com
 - Be sure to check your spam/junk folder to make sure email did not go there
- 11.) Training link in your email will take you to training videos

Training Video



Notes about training videos:

- Entire video series is 81 mins long
- Training consist of 8 separate lessons
 - At the end of each lesson there are a few review questions
- You will need to click "Play" on each lesson
- After each video has played you will need to click "Next >" to move on to the next video
- At the completion of the training there will be a 25 question review

****Remember that the videos DO NOT have to completed all in one sitting. You can start and stop at any time!****

- To stop training just simple close out the browser (window) in which you are watching the training.

- To restart training, click on training link in your email, and the training should start back up wherever you left off.

12.) When you have completed the 25 question review at the end then you will have finished all of the Safe and Secure training.

Thank you for taking your time to complete this process and training. Your effort has helped to uphold Village Parkway's Child Protection policy and ensures that our children are kept safe while they on our campus.