## Safe and Secure

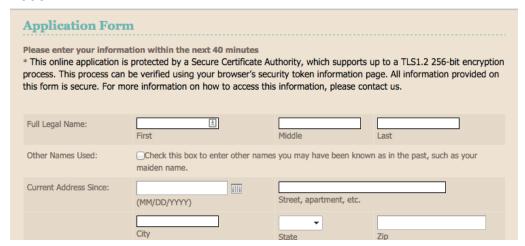
## Instructions

## 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.



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:	(MM/DD/YYYY)	Street, apartment, etc.	
	City	▼ State	Zip
Previous Address From:	(MM/DD/YYYY)	Street, apartment, etc.	
	City	▼ State	Zip
Previous Address From:	(MM/DD/YYYY)	Street, apartment, etc.	
	City	▼ State	Zip

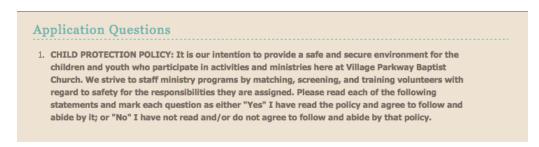
If you can not remember your previous address, then just include the address of which you do have the information.

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.



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.		
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 disagree			
Full name:	Date: 10/01/2014			

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 <a href="mailto:message@mobilizemyministry.com">message@mobilizemyministry.com</a>
    - o 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.