



## DETAILED MINISTRY DESCRIPTION

*Living God's Word,  
Sharing God's Love*

*Safe Sanctuary Committee Chair*

### ***Safe Sanctuary Committee Vision***

To provide a caring, welcoming, and nurturing ministry by maintaining a safe, secure, and loving church where children, youth, and vulnerable adults may grow.

### ***Title***

Safe Sanctuary Committee Chair.

### ***Purpose***

To protect all children, youth, and vulnerable adults in our church. To protect paid and volunteer staff from potential allegations of abuse. To limit the extent of legal liability of LUMC.

### ***Responsible to***

Pastoral staff, Church Council, and entire congregation.

### ***Description of duties***

- Become familiar with the Vision and Mission statements of the church. Plan the committee's goals and objectives to fulfill those statements.
- Plan and conduct meetings of the Safe Sanctuary Committee.
- Develop, implement, and publish a safe sanctuary policy for the church.
- Ensure that the safe sanctuary policy clearly defines abuse, sets standards for volunteers and staff, outlines screening procedures for volunteers and staff, enumerates training requirements, outlines rules for supervision, provides a clear policy for reporting abuse, and outlines a clear and timely procedure for the response plan.
- Set a schedule for reviewing the safe sanctuary policy each year.
- Responsible for ensuring that background checks are completed for all appropriate volunteers and staff on a timely basis.

### ***Budget Responsibilities***

Provide requested budget information to the Finance Chair for the annual budget.

### ***Annual Charge Conference Attendance***

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

### ***Time requirements***

- Attend meetings of the Safe Sanctuary Committee.
- Attend Church Council meetings as requested.

### ***Term***

One year, with annual renewal (if mutually desired) for a maximum of 3 years.

### ***Training and resources***

- Lexington United Methodist Church Safe Sanctuary procedures and guidelines.
- Be familiar with programs and training offered through the Annual Conference.
- Research safe sanctuary policies from other churches.

### ***Background Check***

Required for this position.

### ***Ministry Description Updates***

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

### ***Qualifications, skills, and gifts***

- A personal and growing relationship with Christ.
- On a personal spiritual journey.
- Possess one more of the following spiritual gifts:
  - Administrative (R)
  - Faith (D)
  - Leadership (D)
  - Wisdom (D)

\* R - Required; D - Desirable

### ***Benefits to the Servant***

To have an active role in providing a safe, secure, and loving place for our children, youth, and vulnerable adults to worship.