

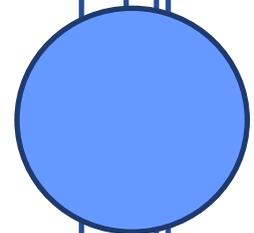


PROTECT MY MINISTRY

CHILD SAFETY TRAINING FOR ABUSE PREVENTION

Product Overview & User Guide

July, 2015



Child Safety Training

There are three options for training:

Employee Advanced (Approximately Two Hour Course)

Volunteer Basic (Approximately 40 Minute Course)

Spanish (Approximately Two Hour Course)

Safeguarding Your Church, Children and Youth

Even as your ministry makes that commitment, realize that we are fighting against what seems to be an epidemic of child abuse in this country and throughout the world. Experts estimate fewer than 10% of perpetrators are ever criminally prosecuted, due to the passage of time, legal time limits, adults who minimize an abuse outcry, or kids who never tell.

The statistics are staggering: 1 out of 5 girls is sexually abused before they turn 12, and 1 of 4 before 18, and 1 out of 8 boys is sexually abused before they turn 12, and 1 of 6 before 18. And even worse, many reports indicate that precisely because sexual predators target trusting environments where children are present, the incidence of child abuse is actually higher in the Christian community. Indeed, 90% of registered sex offenders claim to be "religious" or "very religious." The church and ministry is not immune to this epidemic: a recent survey of 600 missionary kids from several agencies revealed that 7% said they had been sexually abused growing up.

Statistics do not begin to describe the devastating consequences of child abuse. Victims of child abuse often struggle with the emotional and spiritual effects of this sin for the rest of their lives. Sadly, child abuse victims are themselves at higher risk of inflicting the abuse on other children. Allegations of abuse can also tarnish, sometimes irretrievably, a church's ministry: instead of being able to discuss the gospel, leadership must spend their time explaining to the media, to the courts, and to visitors why they weren't able to prevent the abuse. And of course the financial impact can be devastating as well: some churches have faced verdicts of up to \$100 million for child abuse committed by those whom they were charged with supervising. Any church or ministry that sends an individual to serve in ministry (even those that serve without pay) may be held responsible for the actions of that individual. Against this backdrop, Protect My Ministry is determined to join with churches and other ministry partners in avoiding, as much as possible, incidences of child abuse on our watch.

Child Safety Training-Employee Advanced

Overview

Lesson 1 - Introduction

Lesson 2 - Definition of Child Sexual Abuse

Lesson 3 - Victim Behavioral Characteristics

Lesson 4 - Effects of Child Sexual Abuse

Lesson 5 - Characteristics of Child Molesters

Lesson 6 - Recognizing Behaviors

Lesson 7 - Prevention

Lesson 8 - Reporting Child Sexual Abuse

Child Safety Training-Volunteer Basic (this course includes the same topics as Employee Advanced version with less focus on repetition of course content and minimal reference to developing policy and procedures for the organization)

Overview

Lesson 1- Introduction

Lesson 2-Definition of Child Sexual Abuse

Lesson 3-Victim Behavioral Characteristics

Lesson 4-Effects of Child Sexual Abuse

Lesson 5-Characteristics of Child Molesters

Lesson 6-Some Things to Watch Out For

Lesson 7-How Can I Protect My Ministry?

Lesson 8-Reporting Child Sexual Abuse

Test

Navigation and Functions

Management

Types of Training

Ordering

Viewing Results

Suggestions

OVERVIEW

Topics:

- Learn why it is important to learn about child sexual abuse, today more than ever
- Protect the children
- Assure the health and well-being of your organization
- Facts and Myths
- What Can I Do?
- Why is it Important?

The image shows a video player interface. At the top left, the title "Introduction - Preventing Child Sexual Abuse" is displayed. At the top right, there is a "Resources" link. The main video area features a blue gradient banner with the text "INTRODUCTION Child Sexual Abuse Prevention" centered on it. The background of the video area is a sky with clouds. In the bottom left corner of the video area, there is a logo for "PROTECT MY MINISTRY" with the tagline "Child Safety Training for Church Professionals". In the bottom right corner of the video area, there is a blue button labeled "Start Introduction". Below the video area is a standard video player control bar with a volume icon, a play/pause button, a progress bar, a refresh button, and a "NEXT >" button.

LESSON 1 - INTRODUCTION

Topics:

- Why Do I Need to Worry?
- Long-Term Impacts
- Historical Perspective
- Overview of Legislation
- Impact on Ministries
- How Do I Keep Focus on Child Sexual Abuse Prevention?

The image shows a video player interface. At the top left, the text reads "Lesson 1 - Preventing Child Sexual Abuse". At the top right, there is a "Resources" link. The main video area features a sunset background with two large, semi-transparent text boxes. The top box contains the text "PREVENTING CHILD SEXUAL ABUSE" and the bottom box contains "LESSON 1 Introduction". In the bottom left corner of the video area, there is a logo for "PROJECT MY MINISTRY". The video player controls at the bottom include a volume icon, a play/pause button, a progress bar, a refresh icon, and a "NEXT >" button.

LESSON 2 - DEFINITION OF CHILD SEXUAL ABUSE

Topics:

- What is Child Sexual Abuse?
- What is Non-Sexual Abuse or Neglect?
- Some Facts about Child Sexual Abuse
- Who are the Victims and Perpetrators?
- What Causes Child Sexual Abuse?
- Classes of Child Molesters
- Why is the Number of Reported Cases So Low?
- Should Children be Warned?

The image is a screenshot of a video player interface. At the top left, the text "Lesson 2 - Definition of Child Sexual Abuse" is displayed. At the top right, the word "Resources" is visible. The main content area features two large, blue, rounded rectangular buttons with white text. The top button reads "PREVENTING CHILD SEXUAL ABUSE" and the bottom button reads "LESSON 2: Definition of Child Sexual Abuse". The background of the video player shows a sunset over a body of water. In the bottom left corner, there is a logo for "PROTECT MY MINISTRY" with the tagline "U.S. Customs' Mission: End Human Trafficking". The bottom of the player includes a control bar with a speaker icon, a play/pause button, a progress bar, a refresh icon, and a "NEXT >" button.

LESSON 3 - VICTIM BEHAVIORAL CHARACTERISTICS

Topics:

- Profile of Potential Victims
- Physical Signs or Behaviors
- Behavior or Signs of Mental Stress
- The Perpetrator at Work
- Heed the Warning Signs

The image shows a screenshot of a video player interface. At the top left, the text reads "Lesson 3 - Victim Behavioral Characteristics". At the top right, there is a "Resources" link. The main content area features two blue, rounded rectangular buttons with white text. The top button says "PREVENTING CHILD SEXUAL ABUSE" and the bottom button says "LESSON 3: Victim Behavioral Characteristics". In the bottom left corner of the video area, there is a logo for "PROTECT MY MINISTRY". The video player controls at the bottom include a volume icon, a play/pause button, a progress bar, a refresh icon, and a "NEXT >" button.

LESSON 4 - EFFECTS OF CHILD SEXUAL ABUSE

Topics:

- Effects on the Victim
- Effects in Adulthood
- What about the Family?

The screenshot shows a video player interface. At the top left, the text reads "Lesson 4 - Effects of Child Sexual Abuse". At the top right, there is a "Resources" link. The main content area features two blue gradient buttons with white text. The top button says "PREVENTING CHILD SEXUAL ABUSE" and the bottom button says "LESSON 4: Effects of Child Sexual Abuse". In the bottom left corner, there is a logo for "PROTECT MY MINISTRY" with the tagline "Child Safety Training, For Better Protection". The bottom of the player includes a standard video control bar with a speaker icon, a pause button, a progress bar, a refresh button, and a "NEXT >" button.

LESSON 5 - CHARACTERISTICS OF CHILD MOLESTERS

Topics:

- Historical View
- How Do Predators Choose Their Victims?
- What are Grooming Behaviors?
- What Should I be on the Lookout for?
- Common Characteristics of Male Offenders
- Common Characteristics of Female Molesters

The image shows a video player window with a dark brown background. At the top left, the text "Lesson 5 - Characteristics of Child Molesters" is displayed. At the top right, the word "Resources" is visible. The main content area features two large, horizontal, rounded rectangular buttons with a gradient from light to dark brown. The top button contains the text "PREVENTING CHILD SEXUAL ABUSE" in bold, black, uppercase letters. The bottom button contains the text "LESSON 5: Characteristics of Child Molesters" in bold, black, uppercase letters. In the bottom left corner of the video area, there is a logo for "PROTECT MY MINISTRY" with a crown icon above the text. At the bottom of the player, there is a control bar with a speaker icon, a pause button, a progress bar, a refresh button, and a "NEXT >" button.

LESSON 6 - RECOGNIZING BEHAVIORS

Topics:

- Watch for Grooming Behaviors
- Supervise Everyone
- Avoid False Allegations
- Avoid Unmonitored or Unsupervised Situations
- Watch for Inappropriate Physical Contact
- Monitor the Children

The image shows a video player interface. At the top left, it says "Lesson 6 - Recognizing Behaviors" and at the top right, it says "Resources". The main content area features two large green buttons with black text. The top button reads "PREVENTING CHILD SEXUAL ABUSE" and the bottom button reads "LESSON 6: Recognizing Behaviors". In the bottom left corner, there is a logo for "PROTECT MY MINISTRY" with the tagline "One in Sixty™. One in Sixty. For Every Protection". The bottom of the player has a control bar with a volume icon, a play/pause button, a progress bar, a refresh icon, and a "NEXT >" button.

LESSON 7 - PREVENTION

Topics:

- Establish a Child Sexual Abuse Prevention Program Planning Committee
- Create Screening and Selection Policies for Employees and Volunteers
- Write Guidelines about Interactions between Individuals
- Avoid Unmonitored One-On-One
- Monitor Behavior
- Watch for Grooming Behaviors in Others
- Protect Yourself: Avoid False Allegations
- Avoid Inappropriate Physical Affection
- Provide a Safe Environment
- Response to Situations
- Provide Training
- Manage Change

Lesson 7 - Prevention: How Can I Protect My Ministry? Resources

**PREVENTING CHILD
SEXUAL ABUSE**

LESSON 7: Prevention

**PROTECT
MY MINISTRY**
One to Many™ Training for Safer Pastors

Speaker icon | Play/Pause icon | Progress bar | Refresh icon | **NEXT >**

LESSON 8 - REPORTING CHILD SEXUAL ABUSE

Topics:

- When Should I Report?
- Role of Policies and Procedures
- Reporting Process
- Should We Keep Records of Internal Reports?

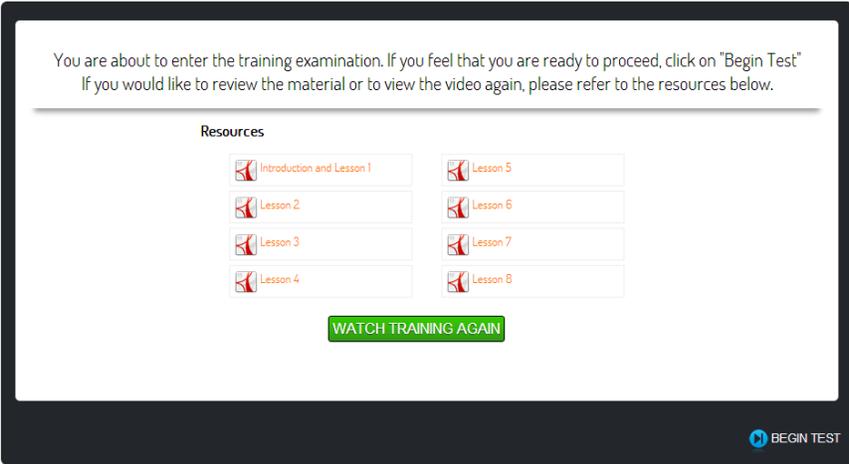
The screenshot shows a video player interface. At the top left, the text reads "Lesson 8 - Reporting Child Sexual Abuse". At the top right, there is a "Resources" link. The main content area features two blue horizontal bars with white text. The top bar says "PREVENTING CHILD SEXUAL ABUSE" and the bottom bar says "LESSON 8: Reporting Child Sexual Abuse". In the bottom left corner, there is a logo for "PROTECT MY MINISTRY" with the tagline "One's Safety™ Threats, For Every Profession". The bottom of the player includes a control bar with a speaker icon, a pause button, a progress bar, a refresh icon, and a "NEXT >" button.

TEST

At the end of the course there is a screen that will give access to the lesson resources before leading into the 25 question test covering the material covered in the videos.

- The applicant must score a minimum of 70% to pass.
- If the applicant should fail, they will be provided with links to review the worksheets, watch the training again, and take the test again.

When the applicant completes the training, you will receive a notification email stating that the training has been completed





You have failed the exam. Please hit the button below to start again.

Your Quiz Score:

Resources

- Introduction and Lesson 1
- Lesson 2
- Lesson 3
- Lesson 4
- Lesson 5
- Lesson 6
- Lesson 7
- Lesson 8

[RETAKE TEST](#) [WATCH TRAINING AGAIN](#)

For questions contact us at customerservice@protectmyministry.com



has finished the Protect My Ministry Child Sexual Abuse Training and has successfully passed the included examination with a passing score of 70% or greater.

Your Quiz Score:

Completed on:

For questions contact us at customerservice@protectmyministry.com

NAVIGATION AND FUNCTIONS

On the video player there are functions and access to resources.

- At the top right is the lesson number and description.
- At the top left is a resources link that will provide the applicant with a worksheet for the current lesson as well as links to websites to reference
- At the bottom there are function buttons to mute audio, pause and play the video playback, replay current video, and next and previous navigation buttons.
- At the end of each video, the applicant will have to click on the next button to advance to the next video.
- At the end of each lesson there are scenarios and questions to answer covering the material provided in the lesson.

Lesson 1 - Preventing Child Sexual Abuse

Resources

Here are some useful links and documents:

- Training Worksheet Intro and Lesson 1
- Lesson 1 Bibliography
- Child Welfare Information Gateway
- Sexual Abuse: Surviving the Pain, Bogorad, ...
- StopItNow.org Definitions of Child Sexual A...
- U.S. HHS CDC: Preventing Child Sexual Abus...
- National Children's Alliance
- U.S. HHS, Child Welfare Information Gateway
- List of State Agencies

Scenario Exercise

John is a young adult now. He believes he was sexually abused as a child by a ministry bus driver named Russell. John doesn't remember the attack and does not really believe he was actually abused. But he has never been able to enjoy sexual relationships and always feels guilty afterward.

John has flashes of memory about an incident that he is very uncomfortable about where Russell took advantage of their friendship. He has not been in contact with Russell since then, but has often wondered if Russell went on to abuse others. What should John do at this point in his life? Think about this and discuss these options.

PROTECT MY MINISTRY
Child Safety Training, Full-Scale Presentations

CLICK TO SELECT one

PREV NEXT

TYPES OF TRAINING

Protect My Ministry Child Safety Training has two training types.

- Employee
 - Full edition (two hours)
- Volunteer
 - (40 minutes)
- Spanish
 - (two hours)

ORDERING

This is an online video course and quiz; you must have a valid email address for your applicants.

For applicants that are already in your account...

- From the Main Menu, select Background Checks or Pipeline. Mark the check box on the row for the applicant you want to order Child Safety Training for, this will highlight their row blue.

The screenshot shows a software interface for training management. On the left, there is a sidebar with a dropdown menu for 'Training (1086)' and buttons for 'Settings' and 'Reports'. Below this is an 'ACTIONS' menu with options: 'New...', 'Open Applicant...', 'Order Background Check...', 'Order and Email Invite for Training...' (highlighted in yellow), 'Update Active Status', 'Send To Archive', and 'Print Reports'. On the right, a table lists applicants with columns for 'Report', 'Status', and 'First'. The first row, 'Timothy', is highlighted in blue and has a checked checkbox in the 'Report' column.

	Report	Status	First
<input checked="" type="checkbox"/>	C	VIEWED	Timothy
<input type="checkbox"/>	C	VIEWED	isaac
<input type="checkbox"/>	C	VIEWED	isaac
<input type="checkbox"/>	C	VIEWED	Lewis
<input type="checkbox"/>	C	VIEWED	John
<input type="checkbox"/>	C	COMPLETE	melissa
<input type="checkbox"/>	C	VIEWED	Ronnie
<input type="checkbox"/>	C	VIEWED	Michael
<input type="checkbox"/>	C	VIEWED	Erika
<input type="checkbox"/>	C	VIEWED	James
<input type="checkbox"/>	C	VIEWED	melissa
<input type="checkbox"/>	C	VIEWED	Herman

- Select Order and Email Invite for Training in the Actions menu.
- You may also select Open Applicant and choose the Training tab.

The screenshot shows the 'Applicant Detail & Background Check Request' form. At the top, there is a 'Go Back' button and a series of tabs: 'Background Check', 'Training' (selected), 'Authorization', 'Application', 'Application Questions', 'Attachments', and 'Notes'. The main content area contains labels for 'Requested:', 'Completed:', 'Score:', 'Certificate:', and 'Training Type:'. At the bottom, there are two radio button options: 'Employee(Full Training)' and 'Volunteer(Condensed)', followed by an 'Order and Email Invite for Training' button.

- Select the desired training type and Click the Order and Email Invite for Training button.

For new applicants which you are only ordering Child Safety Training...

- From the Main Menu, select Training, then click on New Order
- You will then add the applicants information as if you were ordering a background check



- After you are finished entering the applicant's data, you will click next and be taken to the training tab of the new applicant's details.



- Select the desired training type and Click the Order and Email Invite for Training button.

To order Child Safety Training while you are ordering a background check...

- Using the Background Check ordering methods outlined in the Ministry Mobilizer Client Manual, you will come to the ordering screen.

Order Background Check

Name: _____

Billing Ref: [None] ▼

Package: A La Carte
 BASIC x **Minimum Recommendation** – Click [here](#) for explanation.
 GFY
 PLUS

A la Carte: National Criminal Database Search
 Criminal Search (County or Statewide)
 MVR Driving History Search
 SSN Verification & Address History
 Credit History
 Education Verification
 Employment Verification
 National Sex Offender Registry
 Child Abuse Registry Search

Search AKA (Maiden Name): (Additional Charges Apply--Applies to all Court Searches)

Order and Email Invite for Training

Child Safety Training (Free with background check)
 Employee(Full Training)
 Volunteer(Condensed)

Next >

- From here you will be able to select the desired training type to be ordered and email invitation sent to your applicant during the Background Check ordering process.

You will only be able to select Child Safety Training if you are ordering a Background Check service using this method.

MINISTRY MOBILIZER

Summary

For the following Applicants:

First	Last	Date of Birth	Social Security Number
Michael	Brooks	12/12/2012	123-45-5678

You are about to order the following services:

Package: Basic

Services:

- National Criminal Database Search
- SSN Verification & Address History
- National Sex Offender Registry Search

Training: Child Safety Training

Previous **Submit For Background Check** If you ordered a Statewide, County, and/or MVR search, additional fees may apply. [Please review the current mandatory court fee lists.](#)

VIEWING CERTIFICATES

When complete, the certificate can be viewed two ways.

1. The first is from the Training menu from, then select Complete. The first column on the grid is Status, when the training is complete, a GREEN C will be displayed. Simply click on the C to view the certificate.

The screenshot shows a sidebar menu on the left with categories like Web Inquiries (14), Pipeline (209), Background Checks (29), Training (1031), Pending (839), Complete (192), Cancelled (68), Settings, and Reports. The main content area is titled "Training: Complete" and includes a filter section with fields for Name and Department, and a Filter button. Below this is a table with columns for Status, First, and Last. The table lists several individuals, each with a green 'C' in the Status column. At the bottom, there are navigation controls and a Page size dropdown set to 10.

Status	First	Last
C	Kim	Bailey
C	Vicki	Smith
C	Eddie	Jones
C	Darcy	Youngstrom
C	Vicki	Rumsey
C	Tiffany	Maddox
C	Conni	Thoms
C	Judy	Johnsen
C	Karen	Jones
C	Emily	Heineman

2. Another way to get the certificate is to Open the applicant’s file; by marking the check box next to the applicant’s name and then selecting Open in the Actions menu. Go to the Training tab and click on the link to the certificate. If the training is still pending, it will display the requested date, a status of “Invited,” and the certificate link will not be present.

This screenshot shows the Training tab for an Employee. The status is "Invited". The requested date is 09/04/2013. The score is blank. The certificate link is not present. The training type is Employee. There are checkboxes for "Employee(Full Training)" and "Volunteer(Condensed)", and a "Resend Invite for Training" button.

This screenshot shows the Training tab for a Volunteer. The status is "Completed". The requested date is 09/04/2013. The score is 88. The certificate link is "Click to open". The training type is Volunteer. There are checkboxes for "Employee(Full Training)" and "Volunteer(Condensed)", and an "Order and Email Invite for Training" button.

SUGGESTIONS

We are constantly making enhancements to Ministry Mobilizer and Child Safety Training. If there is a functionality that you believe would be beneficial to your ministry and others, please send a detailed email, including functionality and options, as well as how it will benefit Ministry Mobilizer, to customerservice@protectmyministry.com.

Thank you,

Ministry Mobilizer Development Team