



## **Congregation Coordinator Job Description**

The Congregation Coordinator oversees a church's local implementation of C4SO's [Safe Church Training](#), specifically Child and Youth Protection, Sexual Harassment Prevention Training, and the Whistleblower Policy. For smaller churches, the Congregation Coordinator may be the Rector or a designee, and larger churches may have multiple people overseeing different departments within the congregation.

### **Duties of a Congregation Coordinator:**

#### **A. Child and Youth Protection**

In conversation with the Rector, oversee local implementation of child and youth protection disciplines per C4SO's [Implementation Guide](#) in September of each year.

**1. Implement [MinistrySafe](#)**, the sexual abuse awareness training C4SO makes available at no cost to C4SO churches or trainees. It is an extensive safety system designed to reduce the risk of child sexual abuse in your congregation. MinistrySafe consists of online video training with a follow-up quiz. All clergy, employees and volunteers who have contact with children and youth **must** complete this training **before** they begin ministry in your congregation. Clergy, church staff and volunteers working with children must *renew their training every two years*.

- As Congregation Coordinator, you will deploy MinistrySafe training emails, including personalized training links, to clergy, staff and volunteers.
- People who need to receive training simply click on the link in the email, view the training and take the test. They can view the training videos as often as desired but can only take the test and pass once.

- A passing score of at least 70% is required. Upon passing the MinistrySafe test, each person receives a certificate of completion (automatically deployed by MinistrySafe).
- MinistrySafe automatically updates each person's training status and records the date of completion in the person's profile.
- You are responsible for managing the training status for your congregation's clergy, licensed lay ministers, employees and volunteers who work with children and/or youth. You will be most familiar with your church's training needs.
- If your church is using a different program than MinistrySafe, you are responsible for verifying completion, tracking status and providing documentation to C4SO's Director of Operations: [admin@c4so.org](mailto:admin@c4so.org).
- The Director of Operations will provide guidance if you need it and is responsible for document management at the diocesan headquarters in Franklin, Tennessee.

## **B. Sexual Harassment Prevention Training**

In conversation with the Rector, ensure that all your church's employees, volunteers and interns (paid or unpaid) complete the Sexual Harassment Prevention Training in January of each year. Document who has taken the training.

- We recommend organizing an event for all your employees, volunteers and interns to watch the training together at your church.
- [Here is a training link](#) to use for non-clergy staff and volunteers. Non-clergy staff and volunteers are not required to complete the quiz at the end of the training.
- Document who completed the training and keep it on file. Provide the documentation to the Director of Operations.
- Make the C4SO Whistleblower Policy available to your church in a public place where it will remain throughout the year.

## **C. Referrals**

Be aware that sexual abuse awareness training can be traumatic and/or open old wounds for those who have experienced abuse. Identify a licensed trauma-informed therapist so you can refer people who need help to a vetted professional for further counseling.