

To get started click here: www.safegatherings.com

In the top right corner, click on the red box titled "New User"

Register, Page 1

Click on red box "Sign Up"

Language Preference - Choose "English" or "Español"

Type of Organization - Choose "Church or Faith-Based Organization"

Denomination - Choose "Methodist"

Country for Your Organization - Choose "United States"

State/Province - Choose "Arkansas"

Unique Organization Name -

If you are a Clergy person, type "Clergy" until it gives the option to select "Clergy, Little Rock"

NOTE: All clergy, no matter the city in which you currently reside, should select "Clergy, Little Rock"

If you are a Lay Supply person or a Certified Lay Minister, type "Clergy" until it gives the option to select "Clergy, Little Rock"

NOTE: All Lay Supply and CLMs, no matter the city in which you currently reside, should select "Clergy, Little Rock"

NOTE: While Lay Supply and CLMs are not clergy, they will fall into the Clergy organization for Safe Gatherings purposes in order for the Board of Ordained Ministry to monitor their Safe Gatherings certification since they are, at times, assigned to churches.

If you are a lay person who is not Lay Supply or Certified Lay Minister please use the [Laité New User Step by Step Instructions](#).

Register, Page 2

Fill in the boxes to create your Safe Gatherings account.

Be sure you save your username and password to your computer or write it down somewhere safe in order to be able to log back in when needed.

Registration, Page 1

Fill in boxes regarding your name.

Applicant Type -

If you are a Clergy person, select “Clergy”

If you are a Lay Supply or Certified Lay Minister, select “Lay Supply/CLM”

If you are a lay person who is not Lay Supply or Certified Lay Minister please use the [Laity New User Step by Step Instructions](#).

PLEASE DO NOT CHOOSE “CANDIDATE FOR MINISTRY” UNLESS YOU HAVE RECEIVED INSTRUCTIONS FROM THE BOARD OF ORDAINED MINISTRY TO DO SO.

Fill in your Driver’s License information.

Registration, Page 2

Fill out the boxes regarding address and phone numbers.

Registration, Page 3

Fill out the boxes regarding personal information.

Primary Area of Service - the city or area of Arkansas in which you currently are in ministry

Number of Years Attending - enter the number of years in ministry (a general estimate is fine.)

Registration, Page 4

Answer all yes or no questions listed.

Registration, Page 5

Enter information for a clergy and a lay reference.

Note:

Members of the Appointive Cabinet should not be listed as a reference.

Registration, Page 6 and Page 7

Complete consent and authorizations.

(Step by Step Instructions Continued on Page 3)

Welcome to Safe Gatherings, Child Maltreatment Request, Page 1

Click on the blue “Arkansas DHS Child Maltreatment Request Form -v2

Reason for Registry Check -

Select the last option “None of the above applies, but you would like a registry check.”

Under General Requester Information:

Organization Requesting the Report - Type in “ARUMC”

Representative Name -

First Name: Type “Safe”

Second Name: Type “Gatherings”

Mailing Address -

800 Daisy Bates Drive

Little Rock, AR 72202

Phone Number -

501-324-8000

Email -

contact@safegatherings.com

Under Applicant Information:

Fill out all required boxes with your personal information.

Note:

You must list all children, even if they are adults, who lived in the same home as you when they were a minor. List all children using the first and last name they had when living in your home as a minor.

List all biological children, even if they did not live in the same home as you when they were a minor.

You DO NOT need children’s Social Security Numbers to complete this form. Just leave those boxes blank.

At the end, click submit. Check the email you gave in the Applicant Information section. You should receive an email with the form to print, sign and have notarized within a few minutes.

Once you have printed, signed and gotten the DHS form notarized, either scan it so it is now on your computer or take a picture of it with your phone and email it to yourself so you can download it to your computer.

Note:

If using your phone to upload this document here are some links to help ensure it is in pdf format:

[iPhone/iPad \(Any iOS device\)](#)

[Android Device](#)

Log back into your Safe Gatherings account using the username and password you saved earlier.

In the gray box titled Status, click on "Upload" to the right of "Child Maltreatment Central Registry Form." Select your Signed and Notarized form to upload from the documents on your computer.

The final step to become Safe Gatherings Certified is to complete the Safe Gatherings Training Course. Click on "Not Completed" in the gray box titled Status to begin the online training course. Note that this training takes approximately 2 hours to complete but can be stopped and restarted if necessary and will pick up where you left off.

Once you have completed all these steps, Safe Gatherings will process your information and form submissions. If everything is approved, you should receive an email stating that you are Safe Gatherings Certified. This can take anywhere from 7 to 14 days. You can check the status of each of your steps by logging into your account at any time. This certification is good for 3 years and you will receive an automatic email reminder when it is time to renew your certification.