

## SaMRO – Safe Ministry Records Online

SaMRO is primarily designed for churches that do not use other church management systems. That would include systems like Jethro, Elvanto and the like.

If your church uses one of those, you probably already have all the functionality of our system (although maybe not as easy to use!).

However, some churches with these systems in place have expressed a preference for keeping Safe Ministry Records separate from the rest of parish data (especially if there are lots of 'external' people like SRE teachers who need to appear in Safe Ministry Records, but not in general parish records). So our system is open to all.

What we can offer is:

- **A web based system** (ie: you need a computer or another internet- connected device to access it) that is safe and secure.
- **Easy to use**, and a consistent interface means no key information can be left out.
- **We look after all backups and security.**
- **Flexible reporting** allows you to produce a wide range of reports on workers in your church relating to their safe Ministry training and WWCC renewals.
- **Available** wherever you have an internet connection - **including mobile devices.**
- **Automatic reminders** of training or WWCC due sent to you and the volunteers directly. This is an important function, as the Safe Ministry Board tightens up on training expiry conditions. The reminders are sent as an email and as an SMS.
- **Automatic Reminder for Junior Leaders.** When they turn 17 years 9 months, they will get a prompt to apply for a WWCC number ahead of turning 18 years.
- **No-fuss WWCC audits.** The Diocese is responsible to the State government for the accuracy of our WWCC records. We currently conduct random audits of parish WWCC records. If your church Safe Ministry Records are on our system, we can do that audit ourselves. No involvement from you.
- **Security & Privacy.** This is rightly a concern. Few parishes have the ability to properly secure sensitive information stored electronically in their own office environment. Our Safe Ministry Records system sits on a professionally maintained server, using an SSL certificate for encrypting all traffic to and from that server, and backups are made twice every day. Because certain Diocesan officers (The Registrar, Director of Safe Ministry and the Safe Ministry Parish Consultant) are required to be able to access any parish WWCC information, they have secure, separate logins to allow in-house auditing (see above). This is required under the State legislation governing the WWCC system. All other users (parish representatives) each have a unique login which only gives access to their own church's data.
- Formatted to **comply with Diocesan and NSW Government** requirements.
- **Free to use.**

### Here's how you would start:

You will be supplied with a template .xls file. This is just a spreadsheet file that can be opened in Excel and many other spreadsheet programs.

The template has the format that we need your data in so it can be imported into the SM Record system, so it is vital that the column headings are not altered, and the formatting instructions below are adhered to.

You do not need to fill every field for every person in the template. The key ones are:

- **family\_name**
- **last\_name** - *this will normally be the same as the above*
- **first\_name**
- **congregation** – *This is the name of your church/parish eg: Springwood, Earlwood, etc NOT 10am, or family church, etc. See further notes below.*
- **status** – *For our purposes, this will always be 'member'*
- **age\_bracket** – *See below for details of how to complete this field*
- **D.O.B** - *Must be in yyyy-mm-dd format (see below)*
- **WWCC Number + other WWCC related fields.** *See below for formatting notes*
- **Safe Ministry Training fields.** *See below for formatting notes*

The more additional information you can add in the other fields, the better.

So if you can massage your information into the template, that will be the fastest approach. But if that is not within your computer skills, you can send a copy of your whole spreadsheet, and we'll work it out from there.

### How to complete the various fields.

Note that because our system is built on Jethro (an open-source church management system), you will find some references in the template and on the site that don't really apply to our use of it.

Here's a list of all the currently used fields in the system:

- **Name** and **Gender** fields should be self-explanatory ('family name' and 'last name' should read the same).
- **'age\_bracket'** (will appear online as 'Safe Ministry Role') - Use one of the following options to describe each person –
  - *'Adult Leader'* – Anyone 18 years old or over working with children in almost any capacity.
  - *'Junior Leader'* – A leader <18 years old working as a helper in children's or youth ministry.
  - *'Visiting Leader'* – A leader coming from another church to assist in a holiday kids club or similar.
  - *'External SRE teacher'* -An SRE teacher from a nearby church, teaching in a local school under your church's banner.
  - *'Not Active'* – for someone you wish to keep in the system who may not be active in ministry at the present time.
- **'congregation'** (appears as **'Church/Parish'** online) – the name of your church or parish in the system. eg: Riverwood or Kingswood.
- **'status'** (appears as **'Church Status'** online) – Set as one of the following:

- **'Member'** – Almost everyone has this status – a regular person in your church (including ministers)
- **'SMR'** – Only used for the Safe Ministry Representative in your church.
- **'Archived'** – When a person moves away from your church or dies, you change this field to 'Archived'. This removes them from appearing in almost all functions in the system, but you can easily view them and retrieve their information via the pre-defined report: 'Archived persons'.
- **'Contact'** – Please ignore this option, it is not used in our system.
- **Email, Mobile Phone and Work Phone** are all self-explanatory.

### WWCC

- **'DOB'** – Date of birth. Must be in yyyy-mm-dd format. You can add a note to the side of this field if you wish.
- **'WWCC Number'** – What it says! The number must be entered EXACTLY as 'WWCxxxxxxV or E', 'wwcxxxxxxv or e', or 'APPxxxxxxV or E' or 'appxxxxxxv or e'
- **'WWCC Verification Date'** – Must be in yyyy-mm-dd format. The date the person's WWCC was verified by someone in your church.
- **'Verification Made By'** – The name of the person in your church who verified this person.
- **'WWCC Result'** – This is the result you receive from the Office of the Children's Guardian verification website. It **must** be one of the following:
  - *Cleared* – Worker is cleared to work with children until their Working With Children Check expires (date shown in result).
  - *Application in progress* – Worker has completed the application process and may begin working with children. If he or she becomes barred, the employer will receive notification.
  - *Barred* – Worker has been barred and cannot work with children, paid or unpaid. It is an offence to hire a barred worker for child-related work.
  - *Interim bar* – Worker has been barred and cannot work with children, paid or unpaid, pending the outcome of a risk assessment. It is an offence to hire a barred worker for child-related work.
  - *Not found* – The database cannot find a matching result because the:
    - data entered for online verification (name, date of birth and Working With Children Check number or application number) has errors.
    - application has been withdrawn or terminated without an outcome.
    - application process has not been completed.
- **'WWCC Expiry Date'** – Must be in yyyy-mm-dd format. The date that this person's WWCC expires.

### Safe Ministry Training

- **'Last SM Training Date'** – Must be in yyyy-mm-dd format. The date of the most recent Safe ministry Training Course that the person attended.
- **'SM Training Expiry Date'** – Must be in yyyy-mm-dd format. The date of the expiry of this person's Safe Ministry Training (ie: 3 years after the date above).
- **'Last SM Training Type (E, R or J)'** – The type of the last training ('E'ssentials, 'R'efresher or 'J'unior Leader)
- **'Last SM Trainer'** – The name of the trainer at the last course attended.

- **‘Last SM Training Location’** – The church or other facility where the last Safe Ministry Training was attended.

#### **Volunteer Safe Ministry Check**

- **‘Date of SMC clearance/non-clearance’** – This date needs to comply with the same format as all other date fields: yyyy-mm-dd
- **‘Result of SMC’** – CLEARED or NOT CLEARED – nothing else
- **‘Name of person processing SMC’** – The obvious. This is free text field so you can enter this info however you wish.
- **NOTE:** for Clergy and Authorised Lay Ministers – these people have their SMC conducted and managed by the diocese, so in the above fields, we recommend the following:
  - Date: leave blank
  - Result: ‘CLEARED’
  - Name of person: Diocese

#### **Current Ministry Position**

- **‘Ministry Position’** – (multiple fields) The role(s) the person has. eg: Kids Club Leader, Junior high youth group leader, etc. Can be whatever you like.
- **‘Date Started’** – Must be in yyyy-mm-dd format. The date the person commenced this role.

Once we have your data, we will set up an account for your church, import the data, and get in touch with you to give you the log in details, and then we will go from there with whatever instruction you need.

Some basic instructions on using the system are available here:

<http://safeministry.org.au/safe-ministry-records-use/>

When you have your login details, you access the database here:

<http://safeministry.org.au/records>

When you send back your info, please put your church and/or parish name in the subject line.

As always, feel free to contact me with any questions or concerns.

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