



EPISCOPAL DIOCESE  
OF THE *GREAT LAKES*



## Annual Safe Church Self-Audit for Congregations and Organizations

**Audit Year:** \_\_\_\_\_

Name of  
Congregation/Organization: \_\_\_\_\_

Address of  
Congregation/Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Policy Confirmation:

- ☐ We have a Safe Church policy for the protection of Children and Youth that is consistent with the Diocese of the Great Lakes' model policy, which meets or exceeds that of the model policy, and is appropriate for our congregation or organization.

*Date Adopted:* \_\_\_\_\_ *Date Reviewed:* \_\_\_\_\_

### Screening of Ministry Leaders:

- ☐ There is a well-understood process, in accordance with the Screening and Training Protocols included in the Safe Church policies for the Dioceses of the Great Lakes, which includes:
  - A written application;
  - A personal interview;
  - Verification of personal references; and
  - Public records check, updated every 5 years.

Individual records of these procedures are located in \_\_\_\_\_ and

\_\_\_\_\_ has access to them.

### Notes:

### Training of Ministry Leaders:

- ☐ All leaders, paid or volunteer, have completed the appropriate Safe Church training, according to the Screening and Training Protocols included in the Safe Church policies for the Dioceses of the Great Lakes; and
- ☐ Certification of training is renewed every three (3) years.
- ☐ Records of completion of this training are located:

### Notes:

### Safe Program Space:



- Two or more unrelated adults are always present in ministry settings and events designed for children and youth.
- All program spaces primarily for children, youth, vulnerable adults, and pastoral relationships are visually accessible.
- Alcoholic beverages are not stored in publicly accessible areas of the church buildings.
- Publicly accessible computers with internet access are password protected, and children and youth use church computers only with supervision.
- Keys to church spaces are limited to people who have met all requirements for screening and training.
- No one is denied the right, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class.
- To the furthest extent possible, all spaces and settings for programs, activities, and ministry are accessible.

**Notes:**

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**Responding to concerns and incidents:**

- There is a well-understood procedure for responding to concerns and/or incidents of the suspected abuse, neglect, or exploitation of children, youth, and vulnerable adults, which includes:
  - Contact information for the local Child and Adult Protective Services and MI-DHHS Centralized Intake;
  - Contact information for the appropriate person to report to in the Diocese, Congregation, and/or Organization;
  - Steps to take when you have concerns; and
  - Who to contact

Copies of these procedures are located:

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**Notes:**

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**Program Documentation:**

- There is documented approval from the governing body and individual parental approval for:
  - All programs for children and youth that are hosted off-site;
  - Sexually explicit conversation or program content; and
  - Screening of media rated PG-13 or above.
- The following documents are on file for all programs involving children, youth, and vulnerable adults:
  - Registration forms;
  - Medical release and waiver forms;
  - Media and image release forms; and



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- Field trip and transportation permission forms for off-site programming.<sup>1</sup>  
Records of these procedures are located:

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**Notes:**

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**Posting of Policy:**

- ☐ A copy of the Policy for the Protection of Children, Youth, and Vulnerable Adults is posted in an open area of the facility.

Location of the policy: \_\_\_\_\_

**Notes:**

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**Name(s) of person(s) in congregation  
responsible for ministries with children  
or youth (volunteer or paid) - use  
additional page if needed:**

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**Email(s) and phone # of person(s) in  
congregation responsible for ministries  
with children or youth (volunteer or paid  
)- use additional page if needed:**

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**Name of the person filling out this form:**

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**Phone number and Email Address of the  
person filling out this form:**

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**Date of completion:**

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This form must be submitted to McKenzie Knill, Director of Children, Youth and Young Adult Formation for the Episcopal Diocese of the Great Lakes by **September 1st** of each year. Completed forms may be submitted in the following ways:

**By email:** [mckenzie@greatlakesepiscopal.org](mailto:mckenzie@greatlakesepiscopal.org)

By mail:

**Diocese of the Great Lakes**  
Attn: McKenzie Knill  
124 N. Fayette Street, Saginaw, MI 48602

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<sup>1</sup> Sample forms are available here: <https://www.episcopalchurch.org/ministries/youth-ministries/model-policies-and-sample-forms/>