

CHARGE CONFERENCE FORM #6: Abuse & Sexual Harassment Prevention Policy Verification

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf6_abusepolicy

WHY THE ABUSE & SEXUAL HARASSMENT PREVENTION VERIFICATION IS REQUIRED

In order to protect our children, youth, and vulnerable adults, and in order to comply with the law, and in order to maintain abuse liability coverage from the Conference's insurance provider, all churches and related non-profits must be in compliance with the following **4 Keys to Certification**.

In California these elements also meet the legal requirements of AB506 (2022), which requires administrators, employees, and volunteers of "youth service organizations" to complete child abuse and neglect reporting training, undergo background checks, and be fingerprinted. The bill requires that all "youth service organizations" develop and implement strong abuse prevention policies and procedures. A youth service organization includes churches with youth groups, childcare, Sunday School, Vacation Bible School, youth sports and youth-related groups and/or activities.

While Hawaii and Guam do not have an AB506 equivalent law, the following **4 Keys to Certification** nonetheless apply in the California-Pacific Annual Conference.

California mandates Sexual Harassment Prevention training as per CA Government code §12950.1. Hawaii and Guam do not have similar state mandates. This training is, however, required by the Conference.

WHO COMPLETES THIS REPORT

This form should be completed by the Abuse Prevention Certification Coordinator designated by your congregation. This person may serve in another leadership role. The SPRC Chair, Trustee Chair | Single Governance Board Leader, and Lead Pastor | Pastor-in-Charge, and other church leaders may be consulted as necessary. The Abuse Prevention Certification Coordinator, Trustees President (or equivalent person), and Lead Pastor (or equivalent person) are required to digitally sign this document.

WHEN THIS REPORT SHOULD BE COMPLETED

August is Abuse Prevention Month. All churches are invited to update their 4 Keys to Certification annually in August and send in this form to be Certified. Otherwise, the form should be completed and signed at least one week prior to your Charge Conference.

RESOURCES YOU MAY NEED

The following documents may be needed to complete the work in this report.

- Many questions in this report have changed since last year. A previous report may be useful for completing this year's report, but is not required.
- This worksheet to prepare to complete the online form.
- Certification Key #1: If you do not have an Abuse Prevention Policy, you will find links to customizable policy templates on our website at <https://calpacumc.org/resource/abuse-prevention-policy>
- Certification Key #2: Ministry Safe covers training and background checks: 833.737.7233 (Toll Free), support@ministrysafe.com
- Certification Key #3: For sexual harassment prevention training, use this California State resource (in multiple languages) every 2 years: <https://calcivilrights.ca.gov/shpt/>
- Certification Key #4: The Department of Justice is the entity that oversees livescan fingerprinting. At this time, each church must register separately with the DOJ and designate its own Custodian of Records. <https://oag.ca.gov/fingerprints/agencies>
 - Fieldprint Fingerprinting is available in Guam and Hawaii at <https://fieldprintusa.com/individuals>

DISTRIBUTION OF REPORTS: The following individuals receive a copy of the report with the included information. You do not need to email your form separately to any of the individuals named below.

- **Abuse Prevention Certification Coordinator** as designated by your congregation
- **Trustees President**, Single Governance Board leader, or equivalent
- **Pastor-in-Charge**, Lead Pastor, or equivalent
- **SPRC Chair** or equivalent
- **Church Office**, if email is provided
- **District Office** for District Superintendent
- **Conference Data Services** for archiving and record updates

REPORT YEAR	
ABOUT THE LOCAL CHURCH	
A. DISTRICT	Choose EAST, HAWAII, NORTH, SOUTH, or WEST
B. LOCAL CHURCH	
C. ABUSE PREVENTION CERTIFICATION COORDINATOR (for digital signing)	
D. ABUSE PREVENTION CERTIFICATION COORDINATOR EMAIL (for digital signing)	
E. BOARD OF TRUSTEES PRESIDENT (for digital signing)	
F. BOARD OF TRUSTEES PRESIDENT EMAIL (for digital signing)	
G. PASTOR-IN-CHARGE (for digital signing)	
H. PASTOR-IN-CHARGE EMAIL (for digital signing)	
I. SPRC CHAIR EMAIL (for CC of signed document)	
J. CHURCH OFFICE EMAIL (for CC of signed document)	
CERTIFICATE KEY #1: ABUSE PREVENTION POLICY	
Local churches must have thoughtful abuse prevention policies in place and make certain that all staff and volunteers are aware of them. If you do not have one, you may customize this template: https://calpacumc.org/resource/abuse-prevention-policy/	
1. WE HAVE AN ABUSE PREVENTION POLICY.	Choose YES or NO.
2. IF YES, UPLOAD A COPY OF YOUR ABUSE PREVENTION POLICY. (PDF preferred; .doc and .docx also accepted.) If unable to upload, email a copy to dataservices@calpacumc.org and district office.	
2. IF NO, WHY NOT?	

CERTIFICATE KEY #2: MINISTRY SAFE	
Ministry Safe covers training and background checks: 833.737.7233 (Toll Free), support@ministrysafe.com , or https://ministrysafe.com .	
3. ARE YOUR STAFF AND VOLUNTEERS UP TO DATE WITH TRAININGS AND BACKGROUND CHECKS ON MINISTRY SAFE? (RENEWAL IS EVERY 3 YEARS.)	Choose YES or NO.
(If No to Question 3) 4. ARE YOUR STAFF AND VOLUNTEERS UP TO DATE WITH TRAININGS AND BACKGROUND CHECKS ON SAFE GATHERINGS? (WHEN RENEWAL COMES UP, TRANSFER YOUR CHURCH TO MINISTRY SAFE.)	Choose YES or NO.
5. WHO IS YOUR BACKGROUND CHECK ADMINISTRATOR? PROVIDE NAME, PHONE, & EMAIL.	
CERTIFICATE KEY #3: SEXUAL HARASSMENT PREVENTION TRAINING	
For sexual harassment prevention training, use this California State resource (in multiple languages) every 2 years: https://calcivilrights.ca.gov/shpt/	
6. HAVE YOUR EMPLOYEES COMPLETED SEXUAL HARASSMENT PREVENTION TRAINING?	Choose YES or NO.
7. HAVE YOUR SUPERVISORS COMPLETED SEXUAL HARASSMENT PREVENTION TRAINING FOR SUPERVISORS EVERY TWO YEARS?	Choose YES or NO.
8. DO YOU HAVE CERTIFICATES OF COMPLETION ON FILE FOR ALL EMPLOYEES?	Choose YES or NO.
CERTIFICATE KEY #4: DEPARTMENT OF JUSTICE LIVESCAN FINGERPRINTING	
The Department of Justice is the entity that oversees livescan fingerprinting. At this time, each church must register separately with the DOJ and designate its own Custodian of Records. Go to https://oag.ca.gov/fingerprints/agencies to get started.	
Note: Fieldprint Fingerprinting is available in Guam and Hawaii at https://fieldprintusa.com/individuals .	
Note: The law generally applies to volunteers with direct contact with children for more than 16 hours per month or 32 hours per year, as well as employees and administrators with covered duties.	
9. DOES YOUR CHURCH HAVE A DEPARTMENT OF JUSTICE ORI OR CORI NUMBER?	Choose YES or NO.
10. WHO IS YOUR CHURCH'S CUSTODIAN OF RECORD? PROVIDE NAME, PHONE, & EMAIL.	
11. DO YOU REQUIRE STAFF AND VOLUNTEERS WHO WORK WITH CHILDREN & YOUTH TO COMPLETE LIVESCAN FINGERPRINTING?	Choose YES or NO.
12. QUESTIONS, CONCERNS, OR ISSUES WITH IMPLEMENTATION (OPTIONAL).	

If your church has completed all 4 Certification Keys for 2026, you are in full compliance!

A Seal of Certification will be sent to you for use with digital and print media, after your submitted and signed form is reviewed and approved by your District.

If you are still in process, you can submit this form again when all 4 Certification Keys are complete and a Seal of Certification will be sent to you.