Safe Ministry Information System ('SMIS') Parish Safe Ministry Coordinator USER GUIDE
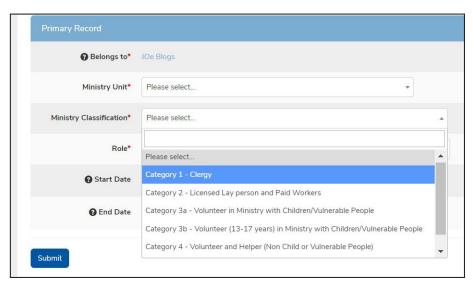
This is a SMIS user guide for Rectors and Parish Safe Ministry Coordinators

The Diocesan Screening Protocol and Guidelines (found on the Diocesan website) determine the 'screenings' required for ministry classification in the Parish.

SMIS securely stores Safe Ministry Screening records on our internal Diocesan Servers.

SMIS automates the Safe Ministry screenings required by each church worker and clergy person by asking the person to set up a **Primary Record** in SMIS (see right).

Once a church worker or clergy person establishes their **Primary Record**, they will then show up in the Parish Safe Ministry Coordinator's view for your parish (see page 2 of this guide for the SMC View).

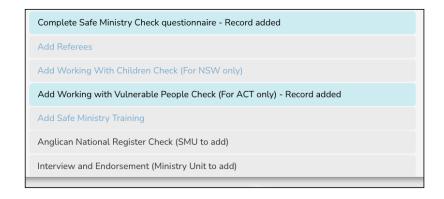| Primary Record	
❓ Belongs to*	JOe Blogs
Ministry Unit*	Please select... ▾
Ministry Classification*	Please select... ▴
Role*	
	Please select...
❓ Start Date	Category 1 - Clergy
	Category 2 - Licensed Lay person and Paid Workers
❓ End Date	Category 3a - Volunteer in Ministry with Children/Vulnerable People
	Category 3b - Volunteer (13-17 years) in Ministry with Children/Vulnerable People
Submit	Category 4 - Volunteer and Helper (Non Child or Vulnerable People)

Safe Ministry Coordinator's ('SMC') role

The Safe Ministry Coordinator in a parish is a delegated postion by either the Rector or Parish Council and assists the Diocesan Safe Ministry Unit ('SMU' with screenings.

The **Diocesan Screening Protocol** states that *"Ministry Unit Rectors, Chaplains or delegates (e.g. Safe Ministry Coordinators) have a vital role in the implementation of this Protocol."*

The **Diocesan Screening Guidelines**, state that the Rector or delegate (SMC) assists with two of the Safe Ministry Screenings:

1. **Referees for for ministry unit based unlicensed positions.** The Rector or delegate (SMC) will contact the nominated referees and verify in SMIS.
2. **Position interviews & endorsement for ministry unit based lay (licensed & unlicensed) positions.** Conduct position interviews (and by way of successful interview, provide endorsement), and then adding the Interview and Endorsement for SMU verification.

> Complete Safe Ministry Check questionnaire - Record added
>
> Add Referees
>
> Add Working With Children Check (For NSW only)
>
> Add Working with Vulnerable People Check (For ACT only) - Record added
>
> Add Safe Ministry Training
>
> Anglican National Register Check (SMU to add)
>
> Interview and Endorsement (Ministry Unit to add)

Login to SMIS - Use this link to access SMIS: https://safeministries.anglicands.org.au/login
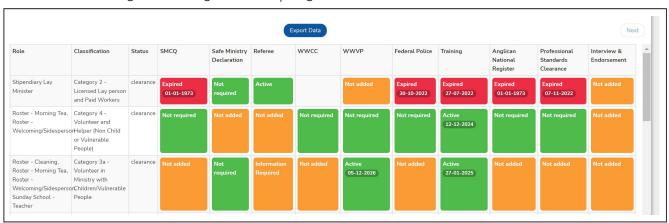
SMC View

The SMC view (below) provides an overview of the status of all parish church worker and clergy screenings. The 'traffic light' colours, i.e. Red, Orange, Green denote the status in real time:

Green = current and clear screening (or not required for the person's ministry classification).

Red = expired screening

Orange =
- o screening not yet added by the user, SMC or SMU
- o 'information required' which means the screening is in progress but needs verification by with the SMC or SMU (dependent on the screening type)
- o warning of screening close to expiring

Role	Classification	Status	SMCQ	Safe Ministry Declaration	Referee	WWCC	WWVP	Federal Police	Training	Anglican National Register	Professional Standards Clearance	Interview & Endorsement
Stipendiary Lay Minister	Category 2 - Licensed Lay person and Paid Workers	clearance	Expired 01-01-1973	Not required	Active		Not added	Expired 30-10-2022	Expired 27-07-2022	Expired 01-01-1973	Expired 07-11-2022	Not added
Roster - Morning Tea, Roster - Welcoming/Sidesperson	Category 4 - Volunteer and Helper (Non Child or Vulnerable People)	clearance	Not required	Not added	Not added	Not required	Not required	Not required	Active 12-12-2024	Not required	Not required	Not added
Roster - Cleaning, Roster - Morning Tea, Roster - Welcoming/Sidesperson Sunday School - Teacher	Category 3a - Volunteer in Ministry with Children/Vulnerable People	clearance	Not added	Not required	Information Required	Not added	Active 05-12-2026	Not added	Active 27-01-2025	Not added	Not added	Not added

SMC adding Screenings

To add a person's referee or interview & endorsement screening, click on the 'eye' next their name (see below).

View	Name	Role	Classification	Status	SMCQ	Safe Ministry Declaration	Referee
👁	JOE BLOGGS	Roster - Cleaning	Category 4 - Volunteer and Helper (Non Child or Vulnerable People)	clearance	Not required	Not added	Not added

You will now see the screenings page for that person. Click on the screening you wish to update, e.g. Add Referees.

Follow the on-screen prompts.

Remember to click the Submit button to save your work.