



Local Church Safe Gatherings Associate (SGA)

All Local Churches will need to have an SGA and assign SGA duties. The **Safe Gatherings Associate (SGA)** will need to meet the following requirements:

Basic Requirements

- High level of attention to detail
- Operational knowledge and ability to use computer software competently
- Trustworthy and able to maintain strict confidentiality of applicant information
- Have an understanding of the United Methodist Church
- Knowledge of Conference and Local Church Safe Gatherings policies

Training Requirements

- Have current Safe Gatherings certification
- Have a strong working knowledge of Local Church and Conference Safe Policies.
- Be able to learn online database software

Specific Tasks and Responsibilities

- Act as the primary contact person for the Conference Safe Gatherings office
- Assist volunteers or paid staff to determine need for Safe Gatherings certification
- Monitor training progress of local church applicants
- Oversee Safe Gathering record-keeping, maintaining confidentially
- Ensure local church applicants complete review of local church policies and procedures
- Respond to inquiries on certification status by responding to calls and email
- Other office duties or tasks as requested