**JMA Safe Gatherings Policy**

All Camp Jo-Ota event directors, counselors, staff, and other workers (paid or volunteer) must be active in a church, and...

**If they are active in a United Methodist Church:**

1.        Obtain Conference Level Safe Gatherings certification on-line through their local church Safe Gatherings administrator.  [www.safegatherings.com](http://www.safegatherings.com)

2.       Read, understand, and sign the Jo-Ota covenant and Safe Gatherings policy provided by the camp office.

**If they are active in another church:**

1. Obtain a reference from their church pastor using the Jo-Ota form provided by the Camp Jo-Ota office. Read, understand, and sign the Jo-Ota covenant and Safe Gatherings policy provided by the camp office. After turning in the pastor reference form and signing the covenant it should be turned in to the Camp Jo-Ota office. They will receive a link to their email where they can complete Safe Gatherings training by following the instructions. In order to complete the process, you will need to create a user name and password and you will need a credit card in order to pay the certification fee. The average online training time is less than two hours; however, the actual time will vary from person to person.
2. Complete Safe Gatherings Online Training: [www.safegatherings.com](http://www.safegatherings.com)
3. Complete the required forms:

* Safe Gatherings Application form

The application form is your statement of disclosure and includes your contact information

* National Background Release form

This form is required for all applicants, as we are required by insurance companies to have multi-state background check.

* Pastor and General Reference forms

One of each is required, the reference forms can be submitted electronically, by fax or mail. A second pastor reference will be required and Pastor Joe Hayes will be the reference once the Methodist Conference Safe Gatherings online certification is complete. This training will be completed through the Clarence UMC.

\*\*\*When your file is complete, it will be reviewed by the Certification Authority and you will receive a certification letter by mail.