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## HOW TO COMPLETE SAFE GATHERINGS BACKGROUND CHECK

1. Go to [www.safegatherings.com](http://www.safegatherings.com). Click on Start Application.
2. They will be asked to select the following:
  - a. Language Preference
  - b. Choose your type of organization: FAITH BASED ORGANIZATION
  - c. To what denomination does your church or congregation belong:  
Methodist
  - d. Select the country for your organization: United States
  - e. Select the state/province for your organization: AR
  - f. Type the most UNIQUE part of your organization name, type St. James.
  - g. Select from the list of names in the drop down: St. James UMC Little Rock
  - h. Click Next
  - i. Provide all the data requested on the following pages. Applicants should be sure to keep record of their username and password as we do not have access to this information.
3. Continue following the instructions on the screen and providing the information requested.
4. You ARE required to watch the training video. It is two hours in length. It does not have to be completed in one setting. You can complete over several sessions.
5. There is a child maltreatment form that has to be completed. Please complete the form. It will ask for what type of organization are you completing the form, check the last option. Select other, then search for St. James United Methodist Church.
6. Complete the information by typing in the organization name: St. James United Methodist Church, organization contact is Kim Anderson, address is 321 Pleasant Valley Dr, Little Rock 72212.
7. When you have completed the form. it will ask for an electronic signature. Once you have completed the signature, follow the instructions to print the document, then scan the document so it can be uploaded.
8. It should not request payment – if for some reason it does, we will reimburse you.

For assistance, please contact Kim Anderson at 501-217-3708.

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