

CREATING SAFE SPACES IN MINISTRY

Know your Responsibility in Creating Safe, Compassionate, and Accountable Ministry Environments

Introduction

Community Care Ministries (CCM) is a vital expression of The Salvation Army's mission to share the love of Jesus Christ and meet human needs without discrimination. To uphold this mission, we must prioritize the **safety, dignity, and well-being** of all individuals—particularly those who are vulnerable.

This document outlines the care and protection responsibilities for all persons involved in CCM, including volunteers, coordinators, and corps officers. It aligns with The Salvation Army's **Territorial Abuse Prevention Policy, Volunteer Screening Requirements**, and the **Ministry Worker Screening Process**. These responsibilities reflect our shared commitment to safe, compassionate, and Christ-centered care.

Core Principles

- The safety and well-being of all individuals, particularly those who may be vulnerable, is a top priority.
- All CCM personnel must adhere to **The Salvation Army's abuse policies and guidelines**.
- Any concerns or suspicions of abuse, neglect, or exploitation must be reported immediately using proper protocols.
- Volunteers and leaders must maintain appropriate boundaries and professional conduct at all times.
- Screening and awareness are essential prior to serving and must be renewed on a regular basis.

Roles and Responsibilities

Corps Officer

Corps Officers are responsible for ensuring that all CCM care and protection expectations are met within their Ministry Unit.

Key Responsibilities:

- Ensure all CCM volunteers and coordinators comply with the **Territorial Abuse Prevention Policy, Volunteer Screening Policy**, and the **Ministry Worker Screening Process**.



- Appoint and support a qualified CCM Coordinator.
- Confirm that all ministry workers complete the **required screening process** before serving.
- Maintain documentation related to **screening, training, and care and protection conversations**.
- Respond immediately and appropriately to any reported concern, escalating to **DHQ or THQ** when required.
- Ensure all CCM activities are conducted in environments that **prioritize safety and minimize risk**.

CCM Coordinator

CCM Coordinators lead ministry implementation while ensuring all abuse policies are understood and practiced.

Key Responsibilities:

- Ensure all volunteers have completed the appropriate **screening** and are aware of their **care and protection responsibilities**.
- Maintain updated records of:
 - **Police Record / Vulnerable Sector Checks** (every 3 years)
 - **Statement of Applicant to Work with Vulnerable Adults or Children and Youth (as applicable)**
 - **Training completion through Praesidium Academy**
- Offer ongoing guidance on appropriate interactions, including:
 - One-on-one visitation
 - Physical contact
 - Transportation of individuals
- Liaise with the Corps Officer regarding any concerns or challenges.

CCM Volunteers

Volunteers are on the frontlines of delivering care and must model safety, respect, and transparency.

Key Responsibilities:

- Complete all **screening requirements** before participating in CCM, including:
 - Police Record Check / Vulnerable Sector Check
 - Statement of Applicant to Work with Vulnerable Adults



- A minimum of 6 months involvement with the corps (when feasible) or a **letter of reference** if new
- Required Praesidium Academy training:
 - *Building Boundaries in Salvation Army Programs*
 - *Preventing Abuse Against Adults with Disabilities or Preventing Elder Abuse and Neglect*
- Follow all guidelines, maintaining professional boundaries.
- Avoid situations that could be misinterpreted (e.g., being alone in private settings).
- Immediately report any concerns of abuse, harm, or boundary violations to the CCM Coordinator or Corps Officer.
- Participate in **refresher training or check-ins** as appropriate.

Reporting and Accountability

- All abuse concerns must be **reported immediately to the Corps Officer**.
- The Corps Officer will determine the next steps and escalate concerns to **Divisional Headquarters (DHQ)** or **Territorial Headquarters (THQ)** if necessary.
- If an abuse concern involves a **Corps Officer**, the matter must be reported directly to the **Divisional Commander** or the **Territorial Abuse Advisor**.
- Volunteers who fail to comply with care and protection responsibilities may face **disciplinary action**, including removal from their role.

Screening and Training Overview

The **Ministry Worker Screening Process (2024)** applies to all CCM volunteers who have **direct or ongoing contact** with children and youth, vulnerable adults or seniors.

Screening includes:

- **Statement of Applicant** submitted to Corps Officer → forwarded to **DHQ** → submitted to **THQ Abuse Registry Check**
- **Police Record / Vulnerable Sector Check** (renewed every 3 years)
- A **six-month relationship** with the corps is encouraged (or a reference letter if not feasible)
- A **letter of reference** for those new to the Canada & Bermuda Territory
- All records must be documented and filed by the Corps

Required Training via Praesidium Academy:

- *Building Boundaries in Salvation Army Programs*



- *Preventing Abuse Against Adults with Disabilities* (for general CCM)
- *Preventing Elder Abuse and Neglect* (if primarily serving seniors)
- *Foundations: Preventing Abuse in Youth-Serving Organizations* (For Children/Youth)
- *Duty to Report*
- *Keeping Your Church Safe*

Volunteers will receive access codes and instructions through their division or corps leadership. Visit [Praesidium Academy](#) to begin.

Failure to follow this process may place individuals at risk, jeopardize ministry, and affect liability insurance.

Conclusion

Safe ministry practices in CCM are a **shared responsibility** grounded in our faith, values, and love for others. It's not just about compliance—it's about care. Together, through good communication, proactive screening, and safe ministry practices, we reflect the character of Christ and create spaces where **everyone feels safe, seen, and respected**.

"Learn to do right; seek justice. Defend the oppressed." Isaiah 1:17

