



Minnesota Annual Conference of the United Methodist Church

Instructions for Candidate Background Checks

Register with Safe Gatherings, (including an electronic payment; fee to be determined at registration, approximately \$60-65) and complete the application and the online course. Here is the link to their website: <https://safegatherings.com/>

The registration is fairly self-explanatory except for the following items:

1. On the first screen, after you select Minnesota, you will be asked to “start typing any part of your organization that is unique”. In this field please start typing and then select “Clergy/Candidate for Ministry”
2. When you come to the field where you select applicant type please select “Candidate for Ministry/New to MAC Appointment”.
3. Please select ‘Yes’ to the question about driving others in ministry. (This generates the DMV report that is required.)

The course takes about two hours to complete and you can start the registration process and complete the course at a later time.