



**Archdiocese of Saint Paul and Minneapolis and Church of the Epiphany
Adult Small Group Ministry Procedures and Requirements
September 2016-April 2017**

In accordance with the Archdiocese of Saint Paul and Minneapolis and the Church of the Epiphany procedures and requirements, facilitators of small groups should review and sign in agreement the following:

- **Archdiocese Requirements and Forms**
 - All adult parish volunteers and participants must sign an Adult Liability Waiver.
 - Please arrange to have all members of your group sign the Adult Liability Waiver form attached and return them to Suzanne Lewis in the parish office.

- **Vulnerable Adults**
 - Background:
 - Archdiocese procedures require adult parish volunteers interacting with “vulnerable adults: must comply with the Essential 3 require (background checks, Virtus training and code of conduct).
 - A vulnerable adult is defined as: *a person with an illness or other physical, mental, or emotional condition that makes the person unable to defend or protect him or herself, or get help for him or herself if abused.*
 - Because the Epiphany small group ministry is not advertised or designed for the ministry of vulnerable adults, if you suspect that someone in your small group fits this definition, please contact Suzanne Lewis promptly and the person will be removed from your small group.
 - Office: 763-862-4336
 - Email: slewis@epiphanymn.org

- **Small Group Facilitator Procedure pertaining to children at Small Group Meeting**
 - Minors should not be present in the home or other location of a small group meeting, except for children of an adult small group member who is present at the meeting and responsible for their child’s supervision.

- **Other**
 - **Transportation:** Small Group facilitators should not provide, or arrange for, transportation for their small group members (for insurance purposes).
 - **Meeting Size:** A small group meeting should involve at least three members. If only two members can attend, please join another group on-site. If another group is not available, then reschedule the meeting.
 - **Alcohol** – Serving alcohol during a small group meeting is highly discouraged.

Facilitator:

- Name (print): _____
- Name (sign): _____
- Date: _____, 2016