**Appendix A Part 1: Safe Church, Safe Communities - Course Selection**

(The following are from the General Convention Taskforce to Update Safe Church Training and provided by The Episcopal Church)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Introduction & Theological Background** | **Organizational Rules & Policies** | **Healthy Boundaries** | **Power & Relationships** | **Abuse & Neglect** | **Inclusion** | **Pastoral Relationships** | **Anti-Harassment**  **\*Will change to new trainings following General Convention 2022** | | **Bullying** | **Reporting** |
| Praesidium Academy Module title to use | | **Safe Church, Safe**  **Communities: Introduction & Theological Background** | **Safe Church, Safe**  **Communities: Organizational Rule & Policies** | **Safe Church, Safe**  **Communities: Healthy Boundaries** | **Safe Church, Safe**  **Communities: Power and Relationships** | **Safe Church, Safe**  **Communities: Abuse & Neglect** | **Safe Church, Safe**  **Communities: Inclusion** | **Safe Church, Safe**  **Communities: Pastoral Relationships** | **Safeguarding God's**  **People: Preventing Sexual Harassment for Managers & Supervisors** | **Safeguarding God's**  **People: Preventing Sexual Harassment for Workers** | **Safe Church, Safe**  **Communities: Bullying** | **Duty to Report: Mandated**  **Reporter** |
| Training Courses that are considered essential to Universal  Training as stated in the Model Policies are marked as such. | | *Considered as Universal Training as stated in the Model Policies* | *Considered as Universal Training as stated in the Model Policies* | *Considered as Universal Training as stated in the Model Policies* |  |  | *Considered as Universal Training as stated in the Model Policies* |  |  |  |  | *Considered as Universal Training as stated in the Model Policies* |
| Clergy | Bishops | R | R | R | R | R | R | R | R | S  (in certain circumstances) | R | R |
| Priests |
| Deacons |
| Retired Clergy |
| Postulants |
| Seminarians |
| Children's Ministry Worker or  Volunteer | Children's Minister | R | R | R | S | R | R |  | R (for those with Supervisory responsibilities) | R | R | R |
| Children's Choir Director |
| Sunday School Teacher |
| Nursery Workers or Volunteers |
| Parent Helper |
| Youth Volunteers |
| Youth Ministry Worker or  Volunteer | Youth Minister | R | R | R | S | R | R | R | R (for those with Supervisory responsibilities) | S | R | R |
| Youth Choir Director |
| Sunday School Teacher |
| Acolyte Leader |
| Camp Counselor |
| Small Group Leader |
| Counselor-in-Training |
| Youth Volunteers |
| Confirmation Mentor |
| Elected Positions | Elected Positions | R | R | R | R | S | R | R |  | R | R | R |
| Treasurer |
| Vestry |
| Wardens |
| Convention Delegates |
| Key Holders | Altar Guild | R | R | R |  |  |  |  |  |  |  | R |
| Building Hosts |
| Renters |
| Lay Leadership | Eucharistic Visitors | R | R | R | R | R (for those who do home and/or hospital visits) | R | R |  | R | R | R |
| Stephen Ministers |
| Small Group Leaders |
| Pastoral Care Leaders |
| Unpaid Church Staff |
| Other Paid Church Staff | Adult Choir/Music Directors | R | R | R | R | S |  | R |  | R | R | R |
| Vergers |
| Sextons |
| Administrators and other church staff |
| Other Youth & Children's  Ministries | Day Camp staff (minors &  adults) | R | R | R | R | R | R | R | R (for those with Supervisory responsibilities) | R | R | R |
| VBS Volunteers |
| Sleepover Chaperones |
| Camp Staff (minors & adults) |
| Adult Leaders and Volunteers for Chartered Scouting Troops (BSA, GSA, Campfire, etc.) |
| School Staff (Preschools,  Day Cares, Elementary, High Schools)  These courses in addition to any trainings required by local regulations. | Administration & Staff | R | R | R | R | R | R | R | R (for those with Supervisory responsibilities) | R | R | R |
| Teachers, Classroom Aides, &  Library Staff |
| Chaplains (both lay and  ordained) |
| Athletic Staff (Coaches,  Assistants, Trainers, etc) |
| Support Staff (eg. Cafeteria  staff, bus drivers, custodial, security, etc) |
| Employees & Volunteers |
| Before & After School  Care/Program Staff |
| Parent Volunteers |
| Board of Directors |

R= Required S= Suggested

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**Appendix A Part 2: Safe Church, Safe Communities ‐ Screening Expectations**

(The following are from the General Convention Taskforce to Update Safe Church Training and provided by The Episcopal Church)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **R** = Required  **R\*** = Only if driving as part of ministry context or transporting people as part of ministry context  **P =** Preferred if driving as part of ministry context | | **Criminal Background Check\*** | **Credit Check** |  | **6 month residency \*\*\*** | **Application & Interview** |
| **DMV Records Check\*\*** |
| Clergy | Bishops Priests Deacons Retired Clergy Postulants  Seminarians | Clergy background checks are usually run by the Diocesan Transition Officer |  |  |  |  |
| Children's Ministry Worker or  Volunteer | Children's Minister | R |  | R\* |  | R |
| Children's Choir Director | R |  | R\* |  | R |
| Sunday School Teacher | R |  |  | R | R |
| Nursery Workers or  Volunteers | R |  |  | R (volunteers) | R |
| Parent Helper | R |  | P | R | R |
| Youth Volunteers | R |  | Should never drive others. | R | R |
| Youth Ministry Worker or  Volunteer | Youth Minister | R (if over 18) |  | R\* |  | R |
| Youth Choir Director | R |  |  |  | R |
| Sunday School Teacher | R |  |  | R | R |
| Acolyte Leader | R |  | R\* | R | R |
| Camp Counselor | R (if over 18) |  | P |  | R |
| Small Group Leader | R |  | P | R | R |
| Counselor-in-Training |  |  | Should never drive others. | R | R |
| Youth Volunteers | R |  | Should never drive others. | R | R |
| Confirmation Mentor | R |  | P | R | R |
| Elected Positions | Elected Positions | R | R (for check signers) |  | R |  |
| Treasurer | R |  |  |  |
| Vestry | R |  | R |  |
| Wardens | R |  | R |  |
| Convention Delegates | R |  |  |  |  |
| Key Holders | Altar Guild | R |  |  | R |  |
| Building Hosts | R |  |  | R |  |
| Renters |  |  |  |  |  |
| Lay Leadership | Eucharistic Visitors | R |  | R\* | R | R |
| Stephen Ministers | R |  | P | R | R |
| Small Group Leaders | R |  |  | R | R |
| Pastoral Care Leaders | R |  | P | R | R |
| Unpaid Church Staff | R | R (for check signers) | R\* |  | R |
| Other Paid Church Staff | Adult Choir/Music Directors | R | R (for check signers) | R |  | R |
| Vergers | R |  |  | R |
| Sextons | R |  |  | R |
| Administrators and other staff | R | R |  | R |
| Other Youth & Children's Ministries | Day Camp staff (minors & adults) | R (if over 18) |  | Adults R\* |  | R |
| VBS Volunteers | R (if over 18) |  |  | R | R |
| Sleepover Chaperones | R |  |  | R | R |
| Camp Staff (minors & adults) | R (if over 18) |  | Adults R\* |  | R |
| Adult Leaders and Volunteers for Chartered Scouting Troops (BSA, GSA, Campfire, etc.) | R (see Scout specific recommendations) |  | Should be handled by organization. |  |  |
| School Staff (Preschools,  Day Cares, Elementary, High Schools)  These courses are recommended in addition to any trainings required by local regulations. | Administration & Staff | R | R (for check signers) | R\* |  | R |
| Teachers, Classroom Aides, &  Library Staff | R |  | R\* |  | R |
| Chaplains (both lay and ordained) | R |  | R\* |  | R |
| Athletic Staff (Coaches,  Assistants, Trainers, etc) | R |  | R\* |  | R |
| Support Staff (eg. Cafeteria staff, bus drivers, custodial,  security, etc) | R |  | R\* |  | R |
| Employees & Volunteers | R |  | R\* |  | R |
| Before & After School  Care/Program Staff | R |  | R\* |  | R |
| Parent Volunteers | R |  | P |  |  |
| Board of Directors | R |  |  |  |  |

\* Background checks are not usually run on minors but should be in employment situations.

\*\* DMV record checks are recommended for anyone driving an official church vehicle or their own vehicle in an official capacity.

\*\*\* a person should be invested in and known by the community for at least 6 months before being given a position of trust.

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