

Appendix A: Safe Church, Safe Communities Screening & Training Protocols

(All screenings and trainings to be done through www.praesidiumacademy.com – consult your parish Safe Church administrator for more details)

Praesidium Training Courses – All are Safe Church, Safe Communities courses except Sexual Harassment									
Ministry Function	Praesidium Public Records Search Package	Application, Interview, Reference	IndyDio Policies: Signature of Receipt	Universal Training Courses ¹ (5 courses)	Pastoral Relationships	Power & Relationships	Promoting a Safe Environment: Employee Sexual Harassment Training	Abuse & Neglect	Bullying
Employees	Clergy or Premium	X	All employees, leaders, and volunteers who must be Safe Church certified are required to provide their signature indicating receipt of the Diocesan Safe Church Policies. This signature should be obtained by the parish or organization's Safe Church administrator in either of the following ways: <i>A digital signature through the Praesidium Policy Module</i> <i>A digital signature via an online form created by the administrator</i> <i>A wet signature given to the administrator.</i>	X	Depends ³	X	X	X	X
Active Clergy (from bishop to seminarians)	Clergy	X		X	X	Recommended	X	X	X
Church contractors (1099)	Depends ²	Depends ³		Depends ³		Depends ³	Depends ³	Depends ³	Depends ³
Child/Youth Choir Director	Premium + Social Media Basic	X		X	X	Recommended	X	X	X
Choir Director	Premium	X		X	X	Recommended	X	Recommended	Recommended
Camp Director	Premium + Social Media Basic	X		X	X	X	X	X	X
Youth Minister	Premium + Social Media Basic	X		X	X	X	X	X	X
Youth Acolyte Leader	Premium + Social Media Basic			X	X	X	X	X	X
Choir chaperones	Premium			X	X	X	X	X	X
Church School Teacher	Premium			X	X	X	X	X	X
Counselor in Training	Premium	X		X	X	X	X	X	X
Nursery Worker	Premium			X	X	X	X	X	X
Youth Volunteers (<18)		X		X	Depends ³	Depends ³	Depends ³	Depends ³	Depends ³
Other volunteers	Depends ³	Depends ³		Depends ³	Depends ³	Depends ³	Depends ³	Depends ³	Depends ³
Camp Counselor	Premium + Social Media Basic	X		X	X	X	X	X	X
Confirmation mentors	Premium + Social Media Basic	X		X	X	X	X	X	X
Lay Chaplains	Premium	X		X	X	X	X	X	X
Pastoral Care Teams	Premium	X		X	X	X	X	X	X
Youth Group Leaders	Premium + Social Media Basic	X		X	X	X	X	X	X
Drivers	Standard + MVR			X					
Church and Diocese Elected	Standard		X						
Treasurer	Standard + Credit ³		X		X	X	X		
Vestry			X		X	X	X		
Wardens	Standard + Credit ⁴		X	X	X	X	X		
Altar Guild	Standard Recommended		X		X	X	X		
Keyholders ⁴	Premium		X		X	X	X		
Building Hosts ⁵			X						
Eucharistic Visitors	Premium	X	X	X		X	X		
Home Visitors	Premium	X	X	X		X	X		
Stephen Ministers	Premium	X	X	X		X	X		

¹ Universal training (5 courses) consists of the following Safe Church/Safe Community courses: (1) Introduction & Theological Background, (2) Organizational Rules & Policies, (3) Healthy Boundaries, (4) Inclusion; the remaining course (5) Duty to Report: Mandated Reporter is not a Safe Church/Safe Communities course, but is available on Praesidiumacademy.com

² See "Deciphering Depends" on the following page to help navigate what screening and training protocols should be followed.

³ Credit checks are not currently available through Praesidium. Consider using a free website like Credit Karma to pull a TransUnion or EquiFAX credit check and inspect for red flags. Written consent must be obtained prior to running credit checks on prospective workers. The Diocese abides by applicable law with respect to conducting credit checks.

⁴ Keyholders and Building Hosts from outside, nonreligious organizations are allowed to take the following secular courses on Praesidium Academy in place of the Safe Church, Safe Communities curriculum: Policies: Episcopal Diocese of Indianapolis, Promoting a Safe Environment: Employee Sexual Harassment Training, Abuse Risk Management for Volunteers, Duty to Report: Mandated Reporter.