

Lay Staff

(Volunteer or Paid - Full or Part-time)

Template

Roles include but are not limited to:

- Verger
- Accountant or Bookkeeper
- Nursery Worker
- Preschool Teacher (including Substitute Teachers)
- Other Lay Staff not listed on another template

Hello and welcome to the Praesidium Academy as developed by Church Pension Group (CPG) of The Episcopal Church. Please print out this email and read it carefully prior to completing your Safe Church, Safe Communities modules.

Review the Diocese of East Carolina Policies on the Protection of Children, Youth & Vulnerable Adults prior to completing the online training.

Step One: Upon receipt of this email, you will need to create your own Learner's Account using your email and unique password. Should you lose your password, only you can reset it by going to the Praesidium Academy's website and clicking "forgot password."

Step Two: Once logged in you may start your training.

The first training you should take is Safe Church, Safe Communities: Introduction & Theological Education. The remaining training modules may be taken in any order.

Step Three: After completing your training, you will need to download your transcript. This transcript verifies that your training is complete and the date it was finished. Please email it to your parish contact.

Questions: Should you have questions about when your training should be complete, please check with your parish contact. Should you have questions regarding Praesidium Academy, please email Emily Gowdy Canady (egowdycanady@diocese-eastcarolina.org).

Minimum Required Courses as of April 2023 - 6 Courses:

- Safe Church, Safe Communities: Introduction & Theological Education (Take first)
- Safe Church, Safe Communities: Organizational Rules & Policies

- Safe Church, Safe Communities: Healthy Boundaries
- Safe Church Safe Communities: Bullying
- Safe Church, Safe Communities: Inclusion
- Safe Church, Safe Communities: Abuse & Neglect

Strongly Encouraged:

- Duty to Report: Mandated Reporter
- Safe Church, Safe Communities: Power & Relationships
- Safe Church Safe Communities: Pastoral Relationships

Please note the Anti-Harassment training module will be required once it is available.

Updated EGC/JJP - 4.5.23