**Template**

**For Children’s Ministry Worker or Volunteer (Children’s Minister, Children’s Choir Director) Sunday School Teacher, Nursery Workers or Volunteers), Parent Helper and Youth Volunteers**

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 Safeguarding Modules.

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 Jimi Paderick (jpaderick@diocese-eastcarolina.org).

The courses you are required to take are:

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

-Policies: The Episcopal Church Model Policy for the Protection of Children and Youth

-Policies: The Episcopal Church Model Policy for the Protection of Vulnerable Adults

-Safe Church, Safe Communities: Inclusion

-Safe Church, Safe Communities: Organizational Rules & Policies

-Safe Church, Safe Communities: Healthy Boundaries

-Duty to Report: Mandated Reporter

-Safe Church, Safe Communities: Anti-Harassment (not yet available)

-Safe Church, Safe Communities: Bullying

Suggested:

-Safe Church, Safe Communities: Power and Relations