Safe Church, Safe Communities • Course Requirements

BEFORE YOU BEGIN

Please read letter templates that go along with this chart. Instructions on how to access the Safe Church Safe Communities courses are included on the templates.

Please note the first "course" in the chart is actually the review of the physical document. Parishes should provide access to the Diocese of East Carolina's Policies for the Protection of Children, Youth, and Vulnerable Adults to anyone required to take Safe Church Safe Communities training.

Please use this chart to help you determine which Safe Church Safe Communities modules are required for you in your specific ministry role in your congregation or organization.

For questions regarding the modules, content and training please contact **Emily Gowdy Canady, Missioner for Lifelong Christian Formation at egowdycanady@diocese-eastcarolina.org**. For questions regarding the use of Praesidium Academy, please contact **Hannah Stotler, Excecutive Assistant to the Bishop and Canon at 252-522-0885.**

IMPORTANT

In many congregations parishioners serve in more than one ministry role. For example a volunteer youth leader could have a key to the building so they can open up for youth ministry programming on Sunday evenings. A Lay Eucharistic Minister could also volunteer in the parish food pantry. **IN EVERY CASE** they should meet the requirements for the role that has the highest level of training and background check.

Parishes should use this chart as a baseline. Parish leadership may choose to add any course to a role requirement if they so choose. Parish leadership may not choose to take off any course from a role's requirements.

Safe Church, Safe Communities Course Requirements

Role or Title	Policies on the Protection of Children, Youth and Vulnerable Adults	Introduction & Theological Education	Organizational Rules & Policies	Healthy Boundaries	Power & Relationships	Pastoral Relationships	Bullying	Inclusion	Abuse & Neglect	Anti-Harrassment	Mandated Reporter
Clergy											
Bishop	R	R	R	R	R	R	R	R	R	R*	SE
Priest	R	R	R	R	R	R	R	R	R	R*	SE
Deacon	R	R	R	R	R	R	R	R	R	R*	SE
Retired Clergy	R	R	R	R	R	R	R	R	R	R*	SE
Seminarian	R	R	R	R	R	R	R	R	R	R*	SE
Postulant	R	R	R	R	R	R	R	R	R	R*	SE
Licensed to Serve	R	R	R	R	R	R	R	R	R	R*	SE
Lay Staff - Supervisory											
Formation Ministry Director (Children Youth, and/or Adult)	R	R	R	R	R	R	R	R	R	R*	SE
Parish Admin.	R	R	R	R	R	R	R	R	R	R*	SE
Financial Admin.	R	R	R	R	R	R	R	R	R	R*	SE
Communications Director	R	R	R	R	R	R	R	R	R	R*	SE
Preschool Director	R	R	R	R	R	R	R	R	R	R*	SE
Episcopal Org Staff	R	R	R	R	R	R	R	R	R	R*	SE
Program Director	R	R	R	R	R	R	R	R	R	R*	SE
Lay Staff											
Verger	R	R	R	R	SE	SE	R	R	R	R*	SE
Accountant or Bookkeeper	R	R	R	R	SE	SE	R	R	R	R*	SE
Nursery Worker	R	R	R	R	SE	SE	R	R	R	R*	SE
PreSchool Teacher (including Subs)	R	R	R	R	SE	SE	R	R	R	R*	SE

Safe Church, Safe Communities Course Requirements

Role or Title	Policies on the Protection of Children, Youth and Vulnerable Adults	Introduction & Theological Education	Organizational Rules & Policies	Healthy Boundaries	Power & Relationships	Pastoral Relationships	Bullying	Inclusion	Abuse & Neglect	Anti-Harrassment	Mandated Reporter
Lay Staff											
Other Lay Staff	R	R	R	R	SE	SE	R	R	R	R*	SE
Elected or Appointed Lay Leadership											
Vestry	R	R	R	R	R	SE	SE	R	R		SE
Warden	R	R	R	R	R	SE	SE	R	R		SE
Treasurer	R	R	R	R	R	SE	SE	R	R		SE
Attorney/Chancellor	R	R	R	R	R	SE	SE	R	R	R**	SE
Convention Delegate	R	R	R	R	R	SE	SE	R	R		SE
General Convention Deputy	R	R	R	R	R	SE	SE	R	R		SE
Other Elected or Appointed Lay Leadership	R	R	R	R	R	SE	SE	R	R		SE
Parish Affiliated School Board Member	R	R	R	R	R	SE	SE	R	R		SE
Lay Ministry Leadership (Vol)											
Eucharistic Visitor (offsite)	R	R	R	R	SE	R	R	R	R		SE
Stephen Minister	R	R	R	R	SE	R	R	R	R		SE
Lay Eucharistic Minister	R	R	R	R	SE	R	R	R	R		SE
Other Pastoral Visitor/Minister	R	R	R	R	SE	R	R	R	R		SE

Safe Church, Safe Communities Course Requirements

Role or Title	Policies on the Protection of Children, Youth and Vulnerable Adults	Introduction & Theological Education	Organizational Rules & Policies	Healthy Boundaries	Power & Relationships	Pastoral Relationships	Bullying	Inclusion	Abuse & Neglect	Anti-Harrassment	Mandated Reporter
Youth or Children's Ministry (Vol)											
Sunday School Teacher	R	R	R	R		SE	R	R			SE
Youth Leader	R	R	R	R		SE	R	R			SE
Youth Choir Dir.	R	R	R	R		SE	R	R			SE
Small Group Leader	R	R	R	R		SE	R	R			SE
Acolyte Leader	R	R	R	R		SE	R	R			SE
VBS Vol. (Adult)	R	R	R	R		SE	R	R			SE
Nursery Worker Vol. (Adult)	R	R	R	R		SE	R	R			SE
Afterschool Program Volunteer (Adult)	R	R	R	R		SE	R	R			SE
Parent/Occasional Volunteer (4x per year or more)	R	R	R	R		SE	R	R			SE
School Driver	R	R	R	R		SE	R	R			SE
Ministry Volunteer											
Altar or Flower Guild	R	R	R	R			SE	R	SE		SE
Building Hosts	R	R	R	R			SE	R	SE		SE
Drive	R	R	R	R			SE	R	SE		SE
Committee/Commission Chair	R	R	R	R			SE	R	SE		SE
Small Group, Sunday School or Formation Leader for Adults	R	R	R	R			SE	R	SE		SE
Keyholder	R	R	R	R			SE	R	SE		SE

Safe Church, Safe Communities Course Requirements

Role or Title	Policies on the Protection of Children, Youth and Vulnerable Adults	Introduction & Theological Education	Organizational Rules & Policies	Healthy Boundaries	Power & Relationships	Pastoral Relationships	Bullying	Inclusion	Abuse & Neglect	Anti-Harrassment	Mandated Reporter
Ministries of the Parish - Youth Volunteer (16 or Older in High School)											
Nursery Volunteer	SE	SE		SE			SE				
VBS Volunteer	SE	SE		SE			SE				
Sunday School Teacher	SE	SE		SE			SE				
Outreach/Mission Ministry	SE	SE		SE			SE				
Ministries of the Parish - Adult Volunteer											
Boy or Girl Scout Leader (Chartered Troop)	R	R	R	R			R	R	SE		SE
Day Camp Staff	R	R	R	R			R	R	SE		SE
AA/NA or Similar Leader	R	R	R	R			R	R	SE		SE
Other Ministry Leader for a group under the name of the parish for non-parishioners & parishioners	R	R	R	R			R	R	SE		SE

How to use this chart:

- R = REQUIRED
- SE = STRONGLY ENCOURAGED
- Blank = NOT Required or Strongly Encouraged
- An * next an R means the module is not yet available
- Two ** next to R means it is required for that specific role in that category but not other roles
- For more details about specific roles or role categories please consult the letter templates found on the website under Policies for the Protection of Children, Youth & Vulnerable Adults.

Safe Church, Safe Communities Course Requirements • Camps

Role or Title	Policies on the Protection of Children, Youth and Vulnerable Adults	Introduction & Theological Education	Organizational Rules & Policies	Healthy Boundaries	Power & Relationships	Pastoral Relationships	Bullying	Inclusion	Abuse & Neglect	Anti-Harrassment	Mandated Reporter	Keeping Your Camp Safe
Camp Staff - Supervisory												
Camp Director	R	R	R	R	R	R	R	R	R	R*	SE	R
Camp Assistant Director	R	R	R	R	R	R	R	R	R	R*	SE	R
Any Camp Staff who supervise any other camp staff	R	R	R	R	R	R	R	R	R	R*	SE	R
Camp Staff - Non Supervisory												
Day Camp Staff	R	R	R	R			R				SE	R
Overnight Camp Staff	R	R	R	R			R				SE	R
Camp Counselor	R	R	R	R			R				SE	R
Other Camp Staff	R	R	R	R			R				SE	R

How to use this chart:

• R = REQUIRED
• SE = STRONGLY ENCOURAGED
• Blank = NOT Required or Strongly Encouraged
• An * next an R means the module is not yet available
• Two ** next to R means it is required for that specific role in that category but not other roles
• For more details about specific roles or role categories please consult the letter templates found on the website under Policies for the Protection of Children, Youth & Vulnerable Adults.