

Appendix C: Education and Training Requirements (Grid by Position)

Ministry Role Descriptions		Who Should Take What?										ONLINE RENEWAL							
		TIER 1					TIER 2					ONLINE RENEWAL							
		UNIVERSAL TRAINING					SAFE CHURCH FOR GOD'S CHILDREN & BUILDING HOSPITABLE COMMUNITIES					ONLINE RENEWAL							
		LIVE TRAINING OR ONLINE (BOTH USING BASIC SLIDES)					LIVE TRAINING					(Choose either LIVE or ONLINE training for initial training)					ONLINE RENEWAL		
BACKGROUND CHECKS REQUIRED		KEEP DOCUMENTATION OF EACH OF THE FOLLOWING:	Application Interview	Reference Checks	Given Copy of Relevant Policies	Criminal Background Check	Sex Offender Registry Check	Faith Community Safety Conversation (guided by the ECMN universal training basic slides).	The live training uses the Universal Training basic slides plus video presentations (which cover all online modules)	Our Policies (Actual Documents)	"Meet Sam"	"It Happened to Me"	"Keeping Your Church Safe"	"Child Abuse Prevention Research"	"Community Security"	"LGBTQ+ Inclusion"	"Vulnerable Adults"	"Sensory Differences"	Overview of Policies, Our Policies, and Abuse Prevention Refresher (other online modules in initial training not needed)
All Membership							Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Administrative Assistant/Secretary									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Approve or develop programs for children or youth									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Camp or Retreat Leaders									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Faith Formation Coordinator or Director									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Church School Leaders									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Children's Minister (Lay or Ordained)									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Clergy									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Counseling									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Day Camp or VBS Leaders									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Executive Council									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Diocesan Disciplinary Board									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Diocesan Standing Committee									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Key Holders (or electronic access to the building)									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Licensed Lay Eucharistic Minister									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Licensed Pastoral Leader									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Licensed Catechist									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Licensed Preacher									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Organist/Choir Director									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Paid Employees of a Church or Diocese									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Pastoral Care									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Postulant, Candidate, or Seminarian									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Sexton									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Spiritual Director									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Usher									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Vestry Wardens									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
All Vestry Members									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Vulnerable Adult Ministry (volunteer or leader)									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Youth Minister (Lay or Ordained)									Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew
Youth volunteer working with minors (under age 18)*									Yes (only first half)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes to renew

*best if parent present for training

Who Should Take What?

BACKGROUND CHECKS REQUIRED		TIER 3					SUPPLEMENTAL TO ANY TIER					
		SAFE CHURCH FOR GOD'S PEOPLE					ADDITIONAL ONLINE TRAINING MODULES					
Ministry Role Descriptions		LIVE TRAINING		ONLINE TRAINING			ONLINE RENEWAL					
		(Choose either LIVE or ONLINE training for initial training)		(May also renew by repeating a live training)			Optional					
KEEP DOCUMENTATION OF EACH OF THE FOLLOWING:		"Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors"	"Safeguarding God's People: Preventing Sexual Harassment for Workers"	"Safeguarding Sexual Exploitation in Communities of Faith for Congregations"	"Preventing Sexual Exploitation in Communities of Faith for Ministers"	"Addressing Concerns regarding Abuse, Harassment, and Exploitation"	Preventing Sexual Activity Between Young Children	Preventing Bullying	Keeping Your Camp Safe	A Day at Day Camp	Social Media	
	Application Interview											
	Reference Checks											
	Given Copy of Relevant Policies											
	Criminal Background Check											
	Sex Offender Registry Check											
All Membership												
Administrative Assistant/Secretary	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Approve or develop programs for children or youth	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes
Camp or Retreat Leaders	Yes								Yes	Yes		Yes
Faith Formation Coordinator or Director	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Church School Leaders	Yes											Yes
Children's Minister (Lay or Ordained)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Clergy	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Counseling	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Day Camp or VBS Leaders	Yes									Yes	Yes	Yes
Executive Council	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Diocesan Disciplinary Board	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Diocesan Standing Committee	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Key Holders (for electronic access to the building)	Yes											
Licensed Lay Eucharistic Minister	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Licensed Pastoral Leader	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Licensed Catechist	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Licensed Preacher	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Organist/Choir Director	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Paid Employees of a Church or Diocese	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Pastoral Care	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Postulant, Candidate, or Seminarian	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Sexton	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Spiritual Director	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Usher												
Vestry Wardens		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
All Vestry Members		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Vulnerable Adult Ministry (volunteer or leader)	Yes											
Youth Minister (Lay or Ordained)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Youth volunteer working with minors (under age 18)*	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes

*best if parent present for training