**Safe Church Training for Clergy, Church Employees, Lay Ministers/Volunteers**

In an effort to increase the physical, emotional and spiritual safety of our congregation and ministries, the Diocese offers a variety of safe church training for all members of the Church.

The following persons are required to complete Safe Church Training and be recertified every three years: bishops, priests, deacons, church employees (paid or volunteer\*), members of Vestries/Bishop’s Committees, those who work with the elderly, anyone involved with children or youth off-site, at a time when other groups are not in the building or an overnight event, and lay ministers licensed by the Bishop under Canon III.4: Pastoral Leaders, Worship Leaders, Preachers, Eucharistic Visitors, Evangelists and Catechists.

The following are strongly encouraged to complete training: Sunday School teachers, VBS leaders and others who offer occasional education, recreation or fellowship to children or youth, other lay leaders or board members of affiliated organizations and groups.

*Training for Diocesan and Church Employees:* All employees (including clergy) are required to complete Safe Church Training within three months of commencement of employment.

*Safe Church Training* is offered in person on a periodic basis and is available online at all times. This training provides information to increase awareness of healthy practices and boundaries to enhance the safety of our parishes and ministries for children and adults.

*Safe Church Recertification* is offered online. We require recertification every *three* years. Contact your congregation’s safe church administrator to register.

*Documentation of attendance* at both Safe Church Training and Recertification Training by all clergy and diocesan employees/volunteers is kept by the Diocese.

*Documentation of attendance* for both on-line and Comprehensive Safe Church Training for laity is maintained within each parish. The person recording this information is safe-church trained and appointed by the clergy. The online Recertification Training is maintained by the software and accessible by the congregation’s safe church administrator and the diocesan administrator.

\**A volunteer employee is one who is responsible for a job which in other churches is filled by a paid employee. This volunteer has the authority and accountability of the position but without the pay.*

APPROVED BY DIOCESAN COUNCIL DECEMBER 2015