



The Episcopal Diocese of Kansas

Episcopal Diocese of Kansas Safe Church Training Requirements

To be certified in “Safe Church, Safe Communities” a variety of mini-courses is required depending on your role at your parish.

An account is required for online training. To sign-up, send your name, parish, email, and role to the Executive Assistant to the Bishop, Michael Funston, at 785-235-9255 or mfunston@episcopal-ks.org.

If your parish, minster, or convocation would prefer to set up an in-person training, it is offered in two parts: Universal Training and Leader Training. The Universal Training is about 2 hours long. The Leader Training is an additional 2 ½ hours. The Diocese currently has two people certified to offer in-person training sessions. Contact them directly to schedule an in-person training.

- The Rev. Karen Schlabach, kschlabach@episcopal-ks.org
- Teresa Ryther, teresaryther@gmail.com

The Diocese’s Safe Church Policy has a grid (Appendix A) identifying required training for different roles that may exist across the diocese and uses the terms universal, leader, and supervisor to distinguish between different types of training. The Praesidium mini-courses required for each type of training are listed below. We’ve also broken it out by common role types further on in this document.

Universal Training (60-75 minutes)

1. Safe Church, Safe Communities: Introduction and Theological Background (15-18 minutes)
2. Safe Church, Safe Communities: Organizational Rules & Policies (15-18 minutes)
3. Safe Church, Safe Communities: Inclusion (15-18 minutes)
4. Safe Church, Safe Communities: Healthy Boundaries (15-18 minutes)

Leader Training (90-120 minutes)

5. Safe Church, Safe Communities: Power & Relationships (30-40 minutes)
6. Safe Church, Safe Communities: Abuse & Neglect (15-18 minutes)
7. Safe Church, Safe Communities: Bullying (15-18 minutes)
8. Safe Church, Safe Communities: Pastoral Relationships (30-40 minutes)

Supervisor Training

9. Safeguarding God’s People: Preventing Sexual Harassment for Managers & Supervisors (updated course coming soon!)

Training Requirements by Role

Clergy (includes Bishops, Priests, Deacons, Retired Clergy, Postulants, Seminarians) [total online training time: 2 ½ to 3 hours]

1. Safe Church, Safe Communities: Introduction and Theological Background (15-18 minutes)
2. Safe Church, Safe Communities: Organizational Rules & Policies (15-18 minutes)
3. Safe Church, Safe Communities: Healthy Boundaries (15-18 minutes)
4. Safe Church, Safe Communities: Abuse & Neglect (15-18 minutes)
5. Safe Church, Safe Communities: Power & Relationships (30-40 minutes)
6. Safe Church, Safe Communities: Inclusion (15-18 minutes)
7. Safe Church, Safe Communities: Pastoral Relationships (30-40 minutes)
8. Safe Church, Safe Communities: Bullying (15-18 minutes)
9. Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors

Required Screening:

1. A detailed background check and reference check is typically done by the diocesan office when new clergy are hired or ordained. An updated background check needs to be done every 5 years to include criminal records check and sexual offender registry check.

Children's Ministry Workers or Volunteers (includes children's ministers, children's choir directors, Sunday School teachers, nursery workers/volunteers, children's church leaders or chaperones, parent helpers, youth who are volunteers for children's ministry programs, day camp staff/leaders/volunteers, VBS leaders/volunteers) [total online training time: 1 ½ to 2 ½ hours depending on if options 7 and 8 are taken]

1. Safe Church, Safe Communities: Introduction and Theological Background (15-18 minutes)
2. Safe Church, Safe Communities: Organizational Rules & Policies (15-18 minutes)
3. Safe Church, Safe Communities: Healthy Boundaries (15-18 minutes)
4. Safe Church, Safe Communities: Abuse & Neglect (15-18 minutes)
5. Safe Church, Safe Communities: Inclusion (15-18 minutes)
6. Safe Church, Safe Communities: Bullying (15-18 minutes)
7. *If you do overnights with children:* Keeping Your Overnight Camp Safe (30-40 minutes)
8. *If you use 15-Passenger Van to transport children or youth,* take the safety training available here: <https://soapbox.wistia.com/videos/qGJEuw378S> (15:30 minutes)

Required Screening:

1. Background check every 5 years to include criminal records check and sexual offender registry check (if person is 18 or older)
2. Known to congregation for at least 6 months OR 3 reference checks
3. DMV driving record check if will be transporting children

Youth Ministry Worker or Volunteer (includes youth ministers, youth choir directors, youth Sunday School teachers, acolyte trainer/leader, camp counselors, small group leaders, counselor-in-training, confirmation leaders/teachers/mentors, youth group volunteers) [total online training time: 2 ½ to 3 ½ hours, depending on if options 9 and 10 are included]

1. Safe Church, Safe Communities: Introduction and Theological Background (15-18 minutes)
2. Safe Church, Safe Communities: Organizational Rules & Policies (15-18 minutes)
3. Safe Church, Safe Communities: Healthy Boundaries (15-18 minutes)
4. Safe Church, Safe Communities: Power & Relationships (30-40 minutes)
5. Safe Church, Safe Communities: Abuse & Neglect (15-18 minutes)
6. Safe Church, Safe Communities: Inclusion (15-18 minutes)
7. Safe Church, Safe Communities: Pastoral Relationships (30-40 minutes)
8. Safe Church, Safe Communities: Bullying (15-18 minutes)
9. *If you do overnights with youth: Keeping Your Overnight Camp Safe* (30-40 minutes)
10. *If you use 15-Passenger Van to transport children or youth*, take the safety training available here: <https://soapbox.wistia.com/videos/qGJEuw378S> (15:30 minutes)

Required Screening:

1. Background check every 5 years to include criminal records check and sexual offender registry check (if person is 18 or older)
2. Known to congregation for at least 6 months OR 3 reference checks
3. DMV driving record check if will be transporting children

Appointed or Elected leadership positions (includes vestry, treasurer, wardens, convention delegates, convention deputies, Council of Trustees, Disciplinary Board, Commission on Ministry members, Convocation Board officers, Task Force Leaders, Minister Shepherds) [total online training time: 2 ¼ to 2 ¾ hours]

1. Safe Church, Safe Communities: Introduction and Theological Background (15-18 minutes)
2. Safe Church, Safe Communities: Organizational Rules & Policies (15-18 minutes)
3. Safe Church, Safe Communities: Healthy Boundaries (15-18 minutes)
4. Safe Church, Safe Communities: Power & Relationships (30-40 minutes)
5. Safe Church, Safe Communities: Inclusion (15-18 minutes)
6. Safe Church, Safe Communities: Bullying (15-18 minutes)

Required Screening:

1. Background check every 5 years to include criminal records check and sexual offender registry check (if person is 18 or older)
2. Credit check recommended for check-signers

Lay Ministry participants/leaders (includes Eucharistic visitors, Stephen ministers, small group leaders): [total online training time: 2 ¼ to 2 ¾ hours]

1. Safe Church, Safe Communities: Introduction and Theological Background (15-18 minutes)
2. Safe Church, Safe Communities: Organizational Rules & Policies (15-18 minutes)
3. Safe Church, Safe Communities: Healthy Boundaries (15-18 minutes)
4. Safe Church, Safe Communities: Power & Relationships (30-40 minutes)
5. Safe Church, Safe Communities: Inclusion (15-18 minutes)
6. Safe Church, Safe Communities: Pastoral Relationships (30-40 minutes)
7. Safe Church, Safe Communities: Bullying (15-18 minutes)
8. *If you do home or hospital visits*: Safe Church, Safe Communities: Abuse & Neglect (15-18 minutes)

Required Screening:

1. Background check every 5 years to include criminal records check and sexual offender registry check (if person is 18 or older)
2. Known to congregation for at least 6 months OR 3 reference checks

Key Holders (includes altar guild, building hosts, renters, anyone with a key or code to be able to get into your church building) &

Other church staff (includes Vergers, Sextons, Church Administrators, Administrative Assistants, Adult Choir Directors, unpaid church office workers, etc.)

[total online training time: 60-75 minutes]

1. Safe Church, Safe Communities: Introduction and Theological Background (15-18 minutes)
2. Safe Church, Safe Communities: Organizational Rules & Policies (15-18 minutes)
3. Safe Church, Safe Communities: Healthy Boundaries (15-18 minutes)
4. Safe Church, Safe Communities: Inclusion (15-18 minutes)

Required Screening:

1. Background check every 5 years to include criminal records check and sexual offender registry check (if person is 18 or older)
2. Known to congregation for at least 6 months OR 3 reference checks
3. Credit check recommended for check-signers

If you still cannot find the set up email from Praesidium follow these instructions:

To reset your password for Praesidium Academy, please follow the below steps:

1. Click <https://www.praesidiumacademy.com/learn>
2. Click on **Forgot your password?**
3. Enter in the email address associated with your Academy account.
4. Click the blue **Reset Password** button.
5. Check your email.

Note: Please be sure to check your Junk/SPAM folders as well - the email will come from donotreply@praesidiuminc.com

6. Click the link inside of your email to set a new password for your Academy account.