

Appendix A: Safe Church, Safe Communities The Episcopal Diocese of Oklahoma Training and Screening Requirements, Part I

Tier A: All Clergy, all Staff, all persons in the Holy Orders Process, Volunteer Supervisors of Children's/Youth/Pastoral Ministries, Lay Orders, Spiritual Directors, and all those with fiduciary responsibilities including Bishop's Committees/Vestries/Wardens/Governance Boards:

- Safe Church Training: 10 modules (about 5 hours) in Praesidium Academy + Duty to Report Video module on the Diocesan Website, renewed every 3 years.
- Public Records Checks* are required every 5 years
- Signed Key Holder Agreement (as applicable)

Tier B: All volunteers who work with children, youth, or vulnerable adults OR have a ministry that involves developing a pastoral relationship (ex: LEVs or EfM Mentors)

- Safe Church Training: 5 modules (about 2.5 hours) in Praesidium Academy + Duty to Report Video module on the Diocesan Website, renewed every 3 years
- A Volunteer Public Records Check* is required every 5 years
- Signed Key Holder Agreement (as applicable)

Tier C: All people with keys/codes to the property

- Safe Church Training: 2 modules (about 30 min) in Praesidium Academy + Duty to Report Video module on the Diocesan Website, renewed every 3 years
- A Volunteer Public Records Check* is required every 5 years
- Signed Key Holder Agreement

Tier D: Contractors, Renters, Outside Organizations, Congregational Volunteers in ministries not contained above:

- Safe Church Training: generally not required
- Public Records Checks: generally not required
- Signed Key Holder Agreement (as applicable)
- *If you have a contractor, renter, or organization using your property that works with children, youth, or vulnerable adults please contact the Diocesan Office for more information about requirements that fit your specific circumstances. Examples include: contract nursery workers, tutoring programs, after-school care, Boy/Girl Scouts, or an eldercare daycare program.*

*The type and scope of a Public Records Check may vary by role and scope of ministry. Safe Church administrators should refer to for specific requirements in Training and Screen Requirements Part II to ensure appropriate level of screening.

Appendix A: Safe Church, Safe Communities The
Episcopal Diocese of Oklahoma Training and Screening
Requirements, Part I (Detailed Course List)

Tier A Required Praesidium Courses:

10 modules in Praesidium Academy and 1 module at the Episcopal Diocese of Oklahoma website

- Safe Church, Safe Communities: Introduction & Theological Education
- Safe Church, Safe Communities: Organizational Rules & Policies
- Safe Church, Safe Communities: Inclusion
- Safe Church, Safe Communities: Power and Relationships
- Safe Church, Safe Communities: Healthy Boundaries
- Safe Church, Safe Communities: Bullying
- Safe Church, Safe Communities: Abuse and Neglect
- Safe Church, Safe Communities: Pastoral Relationships
- Safeguarding God's People: Preventing Sexual Harassment for Workers OR Preventing Sexual Harassment for Managers and Supervisors. Choose the ONE most applicable to your ministry role.
- Policies: Episcopal Diocese of Oklahoma (this module is read-only)
- Duty to Report (at the Episcopal Diocese of Oklahoma website)

Tier B Required Praesidium Courses:

5 modules in Praesidium Academy and 1 module at the Episcopal Diocese of Oklahoma website

- Safe Church, Safe Communities: Introduction & Theological Education
- Safe Church, Safe Communities: Healthy Boundaries
- Safe Church, Safe Communities: Pastoral Relationships
- Safe Church, Safe Communities: Abuse and Neglect
- Policies: Episcopal Diocese of Oklahoma (this module is read-only)
- Duty to Report (at the Episcopal Diocese of Oklahoma)

Tier C Required Praesidium Courses:

2 modules in Praesidium Academy and 1 module at the Episcopal Diocese of Oklahoma website

- Safe Church, Safe Communities: Abuse and Neglect
- Policies: Episcopal Diocese of Oklahoma (this module is read-only)
- Duty to Report (at the Episcopal Diocese of Oklahoma website)

Appendix A: Safe Church, Safe Communities
The Episcopal Diocese of Oklahoma
Training and Screening Requirements, Part II

Full Public Records Check (Responsibility of the Diocesan Office)

- All clergy
- All employees of the Diocesan Office

Public Records Check (Employee)

- All new non-clergy hires at point of initiation of employment

Public Records Check (Volunteer)

- All volunteers or non-stipendiary ministry roles
- Lay Orders
- Spiritual Directors
- All those with fiduciary responsibilities
- Renewals for non-clergy staff
- All those with keys or access codes to the property

Motor Vehicle

- For any person, volunteer or paid, who drives a vehicle transporting others in the course of their work or ministry
- All persons who drive a vehicle owned by a congregation, school, Diocesan institution, or organization

Credit Check

- All persons who have direct access to bank accounts or other financial accounts
- All those with check signing authority

Appendix A: Safe Church, Safe Communities
The Episcopal Diocese of Oklahoma
Training and Screening Requirements, Part III

Additional Screening Requirements:

Must have application, documentation of interview, and reference checks on file:

- All clergy (held at Diocesan Office)
- All employees of the Diocesan Office (held at Diocesan Office)
- All new non-clergy hires at point of initiation of employment (held at place of hire)

Suggested interview regarding scope and role of ministry:

- All volunteers or non-stipendiary ministry roles

For Congregations: Suggested 6 month waiting period, if previously unknown in the congregation, before beginning volunteer ministry:

- Volunteers in children's ministry programs
- Volunteers in youth ministry programs
- Volunteers in the nursery
- Volunteers in ministries offering pastoral support or visitations
- Key holders
- To serve in elected positions