



St. Andrew's Episcopal Church
Burke, Virginia

Safe Church, Safe Community Compliance Training

(Training modules revised in accordance with the 2023 General Convention Resolution A064)

St. Andrew's Episcopal Church
Safe Church, Safe Community Compliance Training Policy
Effective May 19, 2025

Policy Statement

The Diocese of Virginia requires that all clergy, paid staff for both the church and the preschool, and all lay leaders/volunteers be trained in the awareness and prevention of sexual misconduct against children, youth, and adults. The Diocese of Virginia also requires that those who have already been trained renew and refresh their training every three years.

Procedure

1. Newly elected individuals to the Vestry should refer to the St. Andrew's Safe Church Safe Community Compliance Training Manual (CTM) to find their designated Volunteer Title/Status which outlines the modules they are required to complete. Instructions on how to enroll and complete the modules are included in the CTM as well.
 - a. The modules should be completed within 60 days of assuming the Vestry position.
 - b. A transcript summarizing the completed modules should be submitted to the REALM Administrator upon completion of the training. Each Vestry member should retain a copy for their records.
2. For those newly named individuals to serve in volunteer positions related to, but not limited to, various commissions, groups, lay leadership, coded entry volunteers/users, all youth and children's ministries, and other groups outlined should refer to the St. Andrew's Safe Church Safe Community Compliance Training Manual (CTM) to find their designated Volunteer Title/Status which outlines the modules they are required to complete. Instructions on how to enroll and complete the modules are included in the CTM).
 - a. The modules should be completed within 60 days of assuming their new role, unless specified differently by the Leader of their group. (For example, Vacation Bible School volunteers may be required to complete their training in a shorter time to meet VBS deadlines.)
 - b. A transcript summarizing the completed modules should be submitted to the REALM Administrator upon completion of the training. Each volunteer should retain a copy for their records.

Audits for Completion of Training

To ensure compliance with the Diocese of Virginia, Vestry Leads will provide a list of Commission members to the REALM Administrator. The Safety and Security Commission (SSC) will use the Commission membership list to conduct annual audits based on the Church calendar. This is to ensure that all required individuals have completed this training and submitted their transcripts to the Parish Administrator.

To Enroll in the Safe Church, Safe Community Compliance Training:

1. Go to <https://www.praesidiumacademy.com/redeem>
2. Create a new account: Fill in your contact information including First Name, Last Name, Email Address, and desired Password.
3. Enter the registration code below for St. Andrews in Burke:
 - a. **reg-ediovirginia-703-andrewburke**
4. Click Validate to confirm registration code.
5. Click the checkbox to agree to the Terms & Conditions.
6. Click Redeem.
7. Write down your user login and password for future reference.
8. Answer the Registration Questions about your status and role within the organization.
9. Click Save & Continue.
10. To begin taking training immediately, scroll down and click a course to start the content.
Helpful hint: once you are logged in, scroll down until you see "Language" on the left side menu. Click that and then click "English" to filter out all non-English classes.

To Submit Your Training Transcript

Once you have completed the required classes, you will need to send your transcript to the church office. When you are logged into the Praesidium Academy website:

1. Click your name at the top right of the page
2. Select "Transcript"
3. Click "Print Transcript"
4. In the Print Dialog Box change the Destination to "Save as PDF"
5. Email the PDF to the church office (michelle@standrews.net or emily@standrews.net)

The Safe Church, Safe Community topics are as follows (full titles):

1. Safe Church, Safe Communities - Universal Training: Introduction & Theological Background (20 mins)
2. Safe Church, Safe Communities - Universal Training: Organizational Rules & Policies (20 mins)
3. Safe Church, Safe Communities - Universal Training: Healthy Boundaries (30 mins)
4. Safe Church, Safe Communities - Specialty Training: Power and Relationships (30 mins)
5. Safe Church, Safe Communities - Specialty Training: Abuse & Neglect (20 mins)
6. Safe Church, Safe Communities - Universal Training: Inclusion (30 mins)
7. Safe Church, Safe Communities - Specialty Training: Pastoral Relationships (30 mins)
8. Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors (30 mins)
9. Safeguarding God's People: Preventing Sexual Harassment for Workers (30 mins)
10. Safe Church, Safe Communities - Specialty Training: Bullying (20 mins)
11. Duty to Report: Mandated Reporter (30 mins)

Listed below are the Safe Church, Safe Community Compliance Training courses by Job Title, Paid Staff Position, Volunteer Status/Title, Preschool Paid Staff Positions, Preschool Volunteer Status/Title

Clergy, Bishops, Priests, Deacons, Retired Clergy, Postulants, Seminarians

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Power and Relationships
5. Abuse and Neglect
6. Inclusion
7. Pastoral Relationships
8. Sexual Harassment for Managers
9. Sexual Harassment for Workers
10. Bullying
11. Duty to Report: Mandated Reporter

Children's Minister, Children's Choir Director, Sunday School Teachers/Supervisors, Nursery Workers/Volunteers (18 and older), Parent Helper, Youth Volunteers

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Abuse and Neglect
5. Inclusion
6. Sexual Harassment for Managers
7. Sexual Harassment for Workers
8. Bullying
9. Duty to Report: Mandated Reporter

Youth Minister Youth Choir Director, Sunday School, Acolyte Leader, Camp Counselor, Small Group Leader, Youth Volunteers, Confirmation Mentor

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Abuse and Neglect
5. Inclusion
6. Pastoral Relationships
7. Sexual Harassment for Managers
8. Bullying
9. Duty to Report: Mandated Reporter

Elected Positions: Treasurer, Vestry, Wardens, Convention Delegates. Also, Safety and Security Commission (SSC) Members *(while not an elected position, this group is responsible for auditing all compliance training requirements)*

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Power and Relationships
5. Inclusion
6. Pastoral Relationships
7. Sexual Harassment for Workers
8. Bullying
9. Duty to Report: Mandated Reporter

Coded Entry Volunteers/Users: Anyone who serves on a Commission and/or has been issued a door code. This also includes any organization or activity that borrows church space.

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Duty to Report: Mandated Reporter

Lay Leadership: Eucharistic Visitors, Small Group Leaders, Stephen Ministers, Eucharistic Ministers, Unpaid Church Staff

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Power and Relationships
5. Abuse and Neglect
6. Inclusion
7. Pastoral Relationships
8. Sexual Harassment for Workers
9. Bullying
10. Duty to Report: Mandated Reporter

Other Paid Church Staff: Adult Choir/Music Director, Vergers, Administrators, Sexton

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Power and Relationships
5. Pastoral Relationships
6. Sexual Harassment for Workers
7. Bullying
8. Duty to Report: Mandated Reporter

Other Youth and Children's Ministries: Day Camp Staff, Sleepover Chaperones, Adult Leaders and Volunteers for Chartered Scouting Troops

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Power and Relationships
5. Abuse and Neglect
6. Inclusion
7. Pastoral Relationships
8. Sexual Harassment for Managers
9. Sexual Harassment for Workers
10. Bullying
11. Duty to Report: Mandated Reporter

VBS Volunteers (age 18 years and older)

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Power and Relationships
5. Abuse and Neglect
6. Inclusion
7. Sexual Harassment for Workers
8. Bullying

PRECHOOL

Preschool Director

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Power and Relationships
5. Abuse and Neglect
6. Inclusion
7. Pastoral Relationships
8. Sexual Harassment for Managers
9. Sexual Harassment for Workers
10. Bullying
11. Duty to Report: Mandated Reporter

Administrative Staff, Teachers, Substitute Teachers, Chapel Teacher

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Power and Relationships
5. Abuse and Neglect
6. Inclusion
7. Pastoral Relationships
8. Sexual Harassment for Workers
9. Bullying
10. Duty to Report: Mandated Reporter

Board of Directors

1. Introduction & Theological Background
2. Organizational Rule and Policies
3. Healthy Boundaries
4. Power and Relationships
5. Sexual Harassment for Workers
6. Duty to Report: Mandated Reporter

Thank you for your precious gift of time and talent. St. Andrew's is a place for all to worship, serve and belong. It is important for all of us to ensure that we implement policies and procedures focused on a safe church and a safe community.

We follow guidance provided by the Episcopal Diocese of Virginia, and ask that leaders, staff, and others serving in volunteer positions complete the appropriate compliance training modules.