

## Safe Church Safe Communities

The obligation to seek and serve Christ in all persons and to respect the dignity of every human being is binding for all baptized Christians. All who serve the church have the responsibility for the well-being of youth and vulnerable adults, so we are committed to ensuring that we meet the requirements for **Safe Church Safe Communities** instruction as established by Bishop Hunn. Rectors/vicars or their designee are responsible for ensuring the completion of required modules for Vestry/Bishop’s Committee.

Safe Church Safe Communities instruction must be renewed every three (3) years. Please complete your training by October 1, 2024 and email your certificate to [stmarks@stmarksabq.org](mailto:stmarks@stmarksabq.org). Please see page 2 for specific instructions to access the training and email your certificate.

### Module Requirements

Below are the Safe Church Safe Communities modules required for **Program Supervisors: Choir Director, Commissioned Ministry Teams, Director of Religious Education and Youth Ministry.**

<b>PROGRAM SUPERVISORS</b>	
In addition to Safe Church Training, all program supervisors must undergo a criminal background check.	
Safe Church Safe Communities: Universal Training	Intro & Theological Background
	Organizational Rules & Policies
	Healthy Boundaries
	Inclusion
Safe Church Safe Communities: Specialty Training	Bullying
	Power & Relationships
	Pastoral Relationships
	Abuse & Neglect
The Episcopal Church Model	The Episcopal Church Model for the Protection of Vulnerable Adults
	The Episcopal Church Model for the Protection of Children/Youth
Duty to Report	Mandated Reporter
Additional Modules	Preventing Sexual Harassment for Managers/Supervisors
	Preventing Sexual Harassment for Workers
	Recognizing Abuse/Exploitation in Elder Serving Programs <i>Youth Ministry: Not required, but recommended</i>
	Social Media Safety

## **Praesidium Academy Quick Start Guide**

### **New Enrollment:**

1. Go to <https://www.praesidiumacademy.com/redeem>
2. Fill in your contact information including First Name, Last Name, Email Address, and desired Password.
3. Enter the registration code for St. Mark's Episcopal Church: **reg-episdiorigrande-505-stmarkonthesa**
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 see only English training videos, select **Language** in the drop-down menu on the lower left of the page (under **Program/Role** and **Industry**. Choose English (unless you wish to take the modules in Spanish); doing so may make it easier to locate the required modules.
11. When you complete all your required training, save the transcript for email to St. Mark's office. Go to the top right corner of the website and select the **v** for the drop-down menu next to your name. Select **Transcript** to see the list of your completed trainings. Select **Print Transcript and** select the following print settings: **1)** Under **Destination**, select **Save as PDF**. **2)** Under **Layout**, Select **Portrait Mode**. **3)** Select **Print** to have the pdf saved to your files. You will need to enter a destination (Downloads or Desktop, for example, and give the file a new name. Email your transcript to [stmarks@stmarksabq.org](mailto:stmarks@stmarksabq.org).

### **Prior Enrollment Sign In Instructions.**

1. Go to <https://www.praesidiumacademy.com/redeem>
2. Above the Boxes, where it reads Already a Member, select **Sign In**.
3. Enter the email address you previously used.
4. Enter your password. If you don't remember your password, select **Forgot your password?** You will be asked to re-enter your email address and the website will send you instructions to reset your password.

5. To see only English training videos, select **Language** in the drop-down menu on the lower left of the page (under **Program/Role** and **Industry**. Choose English (unless you wish to take the modules in Spanish); doing so may make it easier to locate the required modules.

6. When you complete all your required training, save the transcript for email to St. Mark's office. Go to the top right corner of the website and select the **v** for the drop-down menu next to your name. Select **Transcript** to see the list of your completed trainings. Select **Print Transcript and** select the following print settings: **1) Under Destination, select Save as PDF. 2) Under Layout, Select Portrait Mode. 3) Select Print** to have the pdf saved to your files. You will need to enter a destination (Downloads or Desktop, for example, and give the file a new name. Email your transcript to [stmarks@stmarksabq.org](mailto:stmarks@stmarksabq.org).

For assistance, please contact:

Jennifer Lind  
Parish Administrator

Mother Sylvia Miller-Mutia  
Associate Rector

Our diocesan contact is The Rev. Le Anna Brun, Missioner for Christian Formation.