DIOCESE OF EAST TENNESSEE

SAFE CHURCH COORDINATOR HANDBOOK

Reporting Sexual Abuse or Misconduct

If someone suspects sexual abuse of a minor or vulnerable adult, please call the authorities immediately.

TENNESSEE

Children and Youth
Call 877-237-0004 or visit the Tennessee Department of Children's Services website, https://www.tn.gov/content/tn/dcs/program-areas/child-safety/reporting/child-abuse.html, to report abuse or neglect. Reports also can be made online at: https://apps.tn.gov/carat/

Vulnerable Adults
The duty to report abuse, neglect, sexual exploitation or financial exploitation may be found at TCA §39-15-509 and TCA §71-6-103. The exploitation, neglect, abuse of elderly or vulnerable adults are criminal offenses in Tennessee.

GEORGIA

Children and Youth
Calls are taken 24 hours a day by calling 1-855-422-4453. For further information as to Georgia law and procedures, visit https://dfcs.georgia.gov and https://dfcs.georgia.gov/services/child-abuse-neglect

Vulnerable Adults
Reporting of suspected abuse, neglect or exploitation is mandatory. See https://aging.georgia.gov/report-elder-abuse/adult-protective-services-aps. Reports may be made by phone call to 1-866-55AGING (1-866-552-4464) or online.

Diocesan Contacts

FOR REPORTING ISSUES WITHIN THE CHURCH:

The Ecclesial Authority is the Bishop.

Bishop Brian Cole
865-966-2110 (Diocesan House)
bcole@dioet.org

In the absence of the bishop, the ecclesial authority is the President of the Standing Committee. Please contact the Diocesan Office for their information.

FOR REPORTING CLERGY MISCONDUCT:

By phone call:
The Rev. Canon Joe Woodfin
865-346-4004

By email:
The Rev. Canon Joe Woodfin, Knoxville, TN
intakeofficer@dioet.org or intakeofficerknoxville@dioet.org

The Rev. L. Gordon Brewer, Kingsport, TN
intakeofficerkingsport@dioet.org

The Rev. Dr. William McGee, Hixson, TN
intakeofficerhixson@dioet.org

Ms. Laura Beasley, Athens, TN
intakeofficerathens@dioet.org

Please note: While the Intake Officers are noted by location, you may submit a complaint to any of the officers. General regional information is provided in the event that a meeting in person may be preferred. All Intake Officers are equally trained and equipped, and the Canon to the Ordinary coordinates and may assign officers depending upon case load or other factors.

BY WRITING:

Intake Officer (you may add a name from the above)
c/o The Diocese of East Tennessee
814 Episcopal School Way
Knoxville, TN 37932

Parish Safe Church Coordinator

Parish Safe Church Coordinators (PSCC) support regular and occasional church personnel as they get Safe Church certified, request background checks, and strive to foster a safe community for all.

Roles
- Maintain your parish's Safe Church database of Safe Church certifications and background checks
- Assist with the creation of new accounts
- Remind personnel when they need to get re-certified or update their public records

Expectations
- Be proficient with our Diocesan Policies and requirements
- Encourage everyone to get Safe Church certified
- Communicate regularly with the Diocesan Safe Church Coordinator

The Parish Safe Church Coordinator is the church's primary contact for questions regarding Safe Church while also being the primary contact for the Diocesan Office.

Diocesan Safe Church Website: www.dioet.org/safe-church
Safe Church Coordinator Resources: https://dioet.org/parish-safe-church-coordinators/
Praesidium Academy: www.praesidiumacademy.com/learn

Course Requirements

✓ : Required
R : Recommended

Category	Role/Position	Diocesan Policies	Introduction & Theological Background	Organizational Rules and Policies	Healthy Boundaries	Inclusion of All God's People	Bullying	Duty to Report: Mandated Reporter	Abuse & Neglect	Pastoral Relationships	Anti-Harassment *	Power & Relationships	Total Time of Training
A	**Clergy**												
	Bishops, Priests, Deacons, Retired Clergy, Postulants, Seminarians	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	3.5 Hours
	Schools												
	School Board	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Lay Leadership												
	Eucharistic Visitors, Stephen Ministers, Small Group Leaders	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Other												
	Diocesan Staff, Executive Board, Standing Committee, Disciplinary Board, Commission on Ministry	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
B	**Elected Positions**												
	Vestry Members, Wardens, Treasurer, Convention Delegates, General Convention Deputies	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	3.4 Hours
	Paid Church Staff												
	All Paid Church Staff	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
C	**Schools**												
	Teachers, Assistants, Healthcare, Administrative, Counseling, Food Service, Security, Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		3 Hours
D	**Youth Ministry**												
	Youth Minister, Youth Choir, Sunday School, Acolyte Leaders, Camp Staff, Camp Counselors, VBS Volunteers, Overnight Helpers	✓	✓	✓	✓	✓	✓	✓	✓	✓			2.75 Hours
E	**Children's Ministry**												
	Children's Choir, Sunday School, Nursery Workers, Parent Helpers, Youth Helpers	✓	✓	✓	✓	✓	✓	✓	✓				2.25 Hours
	Schools												
	Before/After Care	✓	✓	✓	✓	✓	✓	✓	✓				
	Volunteers	R	R	R	R	R	R	R	R				
F	**Key Holders**												
	Altar Guild, Building Hosts, Renters	✓	✓	✓	✓	✓		✓			✓		2 Hours
	Lay Leadership												
	Unpaid Staff	✓	✓	✓	✓	✓		✓			✓		

√: Required R: Recommended
* (Safe Guarding God's People: Preventing Sexual Harassment for Workers OR Safe Guarding God's People: Preventing Sexual Harassment for Managers and Supervisors)

Screening Requirements

	Application, Interview, or Reference	Public Records Checks			
		Criminal Background Check	Sexual Offender Registry Check	Credit Check	DMV Check
Churches					
Clergy					
Bishops, Priests, Deacons, Retired Clergy, Postulants, Seminarians	✓	✓	✓	✓	✓
Children's Ministry					
Children's Choir, Sunday School, Nursery Workers, Parent Helper, Youth Helper	✓	✓*	✓		✓**

* If Children's Ministry workers are serving fewer than three times a year, the only public record check required is the Sexual Offender Registry Check.

** If Children's Ministry workers are not transporting children, a DMV Check is not required.

	Application, Interview, or Reference	Criminal Background Check	Sexual Offender Registry Check	Credit Check	DMV Check
Youth Ministry					
Youth Minister, Youth Choir, Sunday School, Acolyte Leaders, Camp Staff, Camp Councilors, VBS Volunteers, Overnight Helpers	✓	✓*	✓		✓**

* If Youth Ministry workers are serving fewer than three times a year, the only public record check required is the Sexual Offender Registry Check.

** If Youth Ministry workers are not transporting youth, a DMV Check is not required.

	Application, Interview, or Reference	Criminal Background Check	Sexual Offender Registry Check	Credit Check	DMV Check
Elected Positions					
Vestry Members	✓	✓	✓	✓*	
Wardens	✓	✓	✓	✓	
Treasurer	✓	✓	✓	✓	

* Vestry Members and Wardens do not need a Credit Check if they do not have check signing authority.

	Application, Interview, or Reference	Criminal Background Check	Sexual Offender Registry Check	Credit Check	DMV Check
Key Holders					
Altar Guild, Building Hosts, Renters	✓	✓	✓		
Lay Leadership					
Eucharistic Visitors, Stephen Ministers, Small Group Leaders, Unpaid Staff	✓	✓	✓		✓*

* Any person transporting children, youth, or vulnerable adults must have a completed DMV Check.

	Application, Interview, or Reference	Criminal Background Check	Sexual Offender Registry Check	Credit Check	DMV Check
Paid Staff					
All Paid Staff	✓	✓	✓		✓*

* Any person transporting children, youth, or vulnerable adults must have a completed DMV Check.

Schools	Must follow state requirements for applications, interviews, references, and public records checks.				

	Application, Interview, or Reference	Criminal Background Check	Sexual Offender Registry Check	Credit Check	DMV Check
Other					
Diocesan Staff, Executive Board, Standing Committee, Disciplinary Board, Commission on Ministry	✓	✓	✓		✓*

* Any person transporting children, youth, or vulnerable adults must have a completed DMV Check.

Praesidium Academy

Create an Account

We recommend this option when the Parish Safe Church Coordinator is creating accounts.

1. Log into your administrator account

2. Next to Invite and Manage Learners, click "Continue"
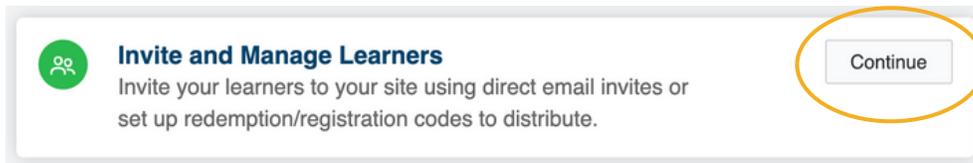
3. On the top right hand corner, click the blue settings wheel

4. Click "Add New Learner"

5. Fill in the Learner's information and add their required courses to the "Invite Message" field

6. Scroll to the bottom of the screen and click the green "Invite" button

Create an Account With Code

We recommend this option when you are asking your parishioners to create their own accounts.

1. Visit www.praesidiumacademy.com/learn

2. Click "Given a code to create an account?"

3. Parishioner will enter their personal information and click the green "Validate" Button

4. Parishioner will check the "Agree to Terms and Conditions" box and click the blue "Register" button

5. Parishioner will fill out a short questionnaire about their role in the church.

6. Parishioner will be taken to the "My Learning" page and can begin their courses.
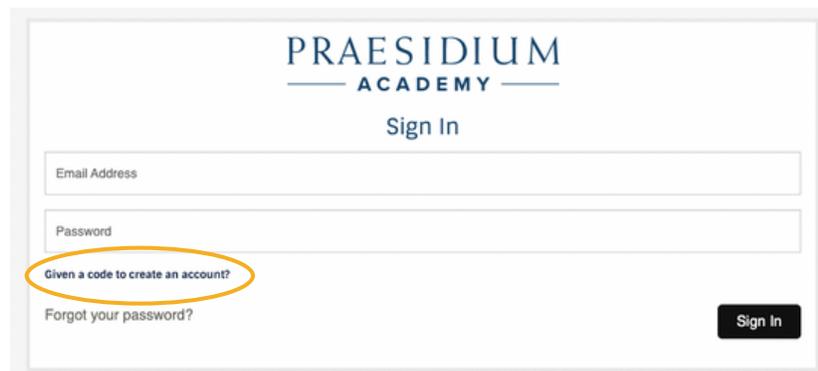
Praesidium Academy

Forgot Password

Each user can reset their password on their own, or you can manually change their password.

INDIVIDUAL USER RESET

1. Instruct user to visit www.praesidiumacademy.com/learn.

3. Click "Forgot your password?"

4. Walk through the steps to reset password.
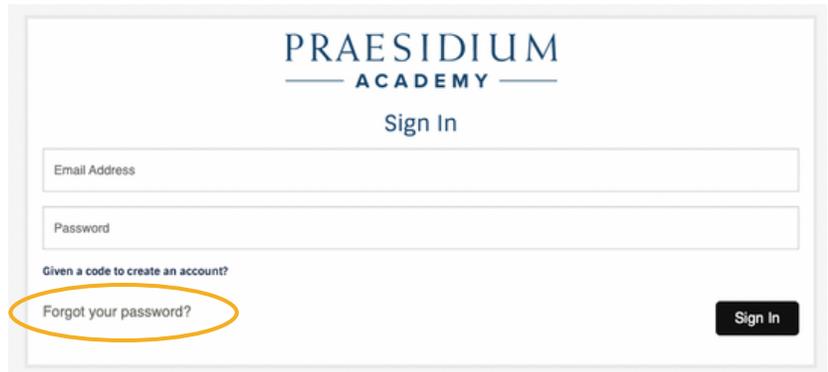
COORDINATOR RESET

1. Log into your administrator account

2. Next to Invite and Manage Learners, click "Continue"
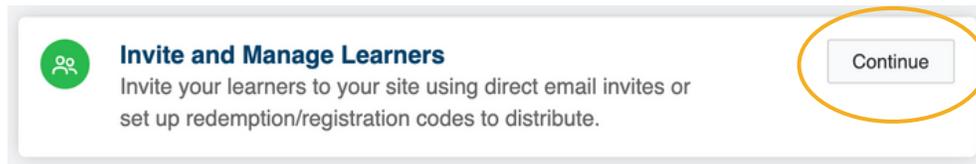
3. Search for the user who needs their password reset in the search bar.

4. Click their name.

5. On their user "Details" page, type a new password into the "New Password" box.

6. Scroll down to the bottom of the screen and click the green "Save" button
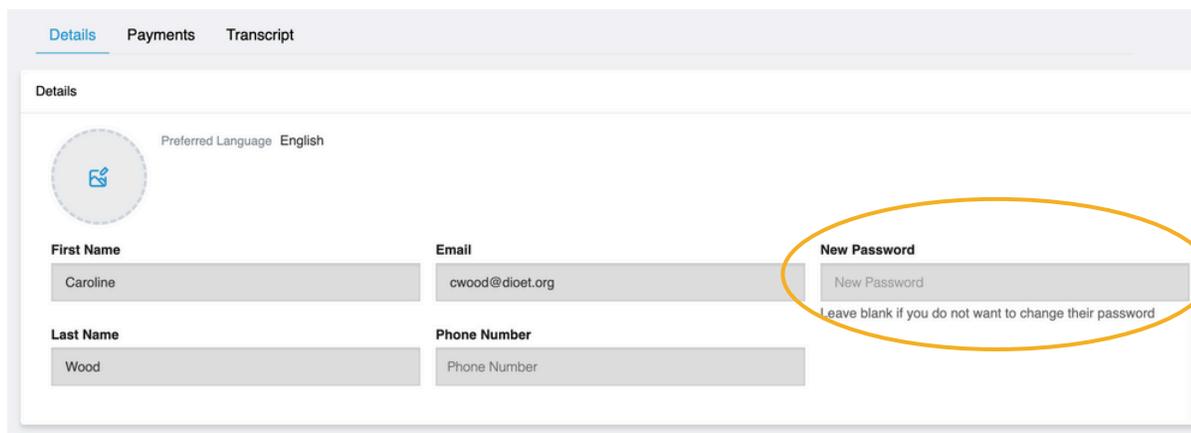
Praesidium Academy

Print Transcript

Each user can print their transcript on their own, or you can find it on their account.

INDIVIDUAL USER PRINT TRANSCRIPT

1. Log into user account at www.praesidiumacademy.com/learn

2. In the top right hand corner, click your initials.

3. A drop down menu should appear. Click "Transcript"

4. On your Transcript page, there is an option on the right hand side under your initials to "Print Transcript" or "Export Transcript CSV."

4. Click the option you want and follow your computer's prompt to print or export.
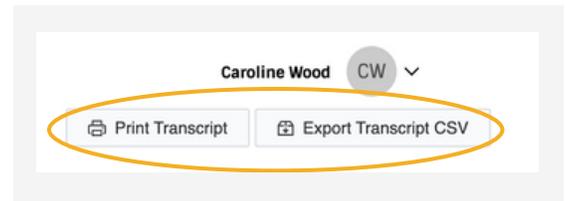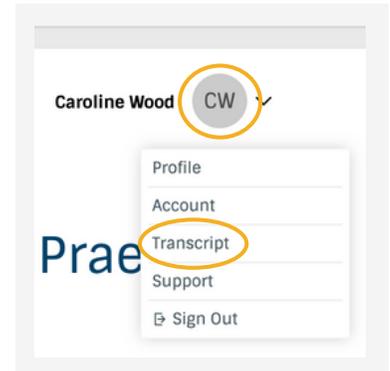
COORDINATOR PRINT TRANSCRIPT

1. Log into your administrator account

2. Next to Invite and Manage Learners, click "Continue"
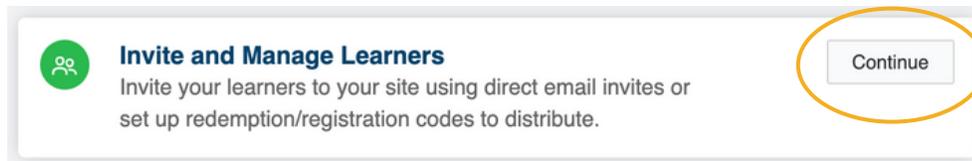
3. Search for the user you are looking for and click their name.

4. On their user page, there are three tabs above "Details." Click "Transcript."

5. On the user's Transcript page, there is an option on the right hand side under your initials to "Print Transcript" or "Export Transcript CSV."
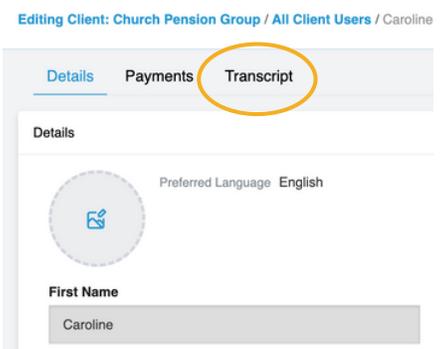
Praesidium Academy

Finding Courses
There are a couple of ways to find the courses required:

SEARCH BAR
1. Log into user account at www.praesidiumacademy.com/learn

2. Scroll down past the "My Learning" block and locate the Search bar under "Browse"

3. Search for a key word (i.e. rules, harassment, abuse)

4. The search should result in the course you are looking for showing up just on the right side of the search menu.
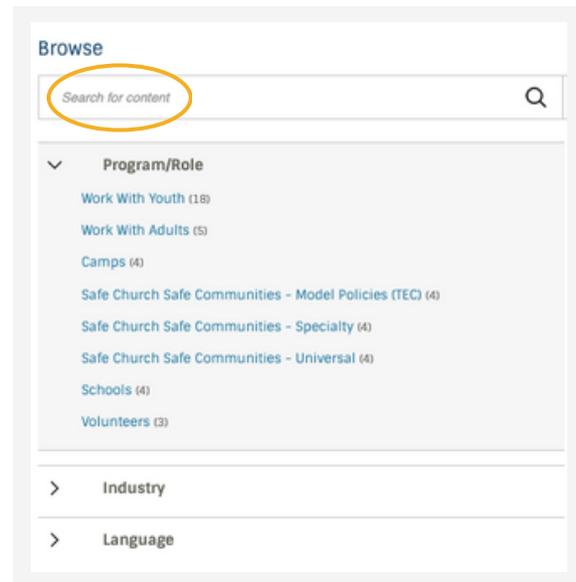
SELECTING A PROGRAM/ROLE TYPE
1. Log into your user account.

2. Scroll down past the "My Learning" block and locate the "Program/Role" menu under the search bar. The Episcopal Church has courses broken down into two sections: "Safe Church Safe Communities - Universal" and "Safe Church Safe Communities - Specialty."

3. Click one of these options and complete the courses required by our diocese.

4. To view the other option, click the "X" in the filter menu. All courses and menu options will re-appear.
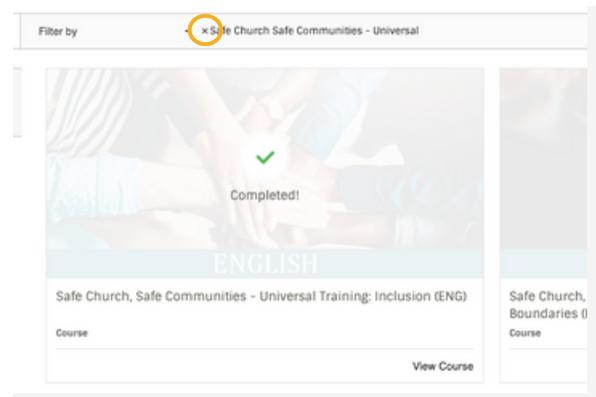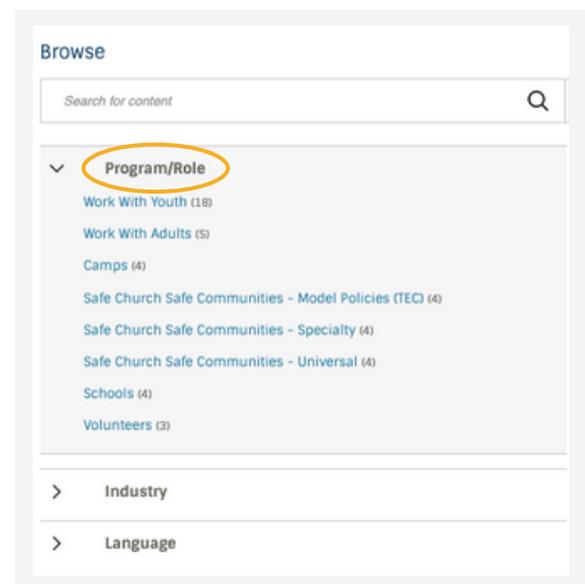
Background Checks

Request Background Checks

1.Go to the Diocesan Safe Church page: www.dioet.org/safe-church

2. Three buttons can be found at the top of the page.
Click the first button labeled "Background Check Request."
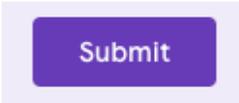
BACKGROUND CHECK REQUEST

3. A new tab or window will open taking you to a Google Form.

4. Fill out the Google Form with the person's information and select the public record checks (PRCs) they need.

5. Click the purple "Submit" button.

Submit

Once the background check is submitted, the Episcopal Engagement Specialist will submit a request through Praesidium to run the PRCs. The person will receive an email from Praesidium asking for consent to run the PRCs requested. Consent must be given within 7 days or the invitation will expire. Please let your people know to be on the lookout for this email.

Once the Diocesan House has received the PRC results, either your priest or you will be notified. If there are any flags on the PRCs, your priest or leadership will be called.