

To: Priests in Charge / Senior Wardens
Re: Safe Church and Lay Licensing Info Update
Date: November 2018

According to the Episcopal Diocese of Maine's Safe Church Policy, Safe Church Training (Parts A and B) is required of the following ".....of all Diocesan employees, volunteers, and others acting on behalf of the Diocese, as well as all clergy of the Diocese and persons otherwise accountable to the Diocese...." and Safe Church training is required **every four years...."**

Safe Church Training is required for all lay ministers licensed by the Diocese of Maine (Eucharistic Minister, Eucharistic Visitor, Preacher, Worship Leader).

Safe Church Training is available electronically by visiting www.episcopalmaine.org and using the alpha index "S" to navigate to the Safe Church Training page.

In the event completing online training is impossible, or creates a hardship, Priests-in-Charge or Sr. Wardens in the absence of a Priest-in-Charge, are encouraged to be in touch with the Rev. Cn. Michael Ambler to discuss alternatives.

If prior authorization for alternate Safe Church Training Part A and/or B is obtained from Canon Ambler, please follow these procedures to ensure participants are properly credited for their Safe Church Training Parts A and B:

Instructions for Part A

- 1) The clergy person hosting the approved Safe Church Training Part A (or their designee) is required to *enroll each participant separately* by name, email and a password to create an account for each individual participant here: <https://tinyurl.com/armatus207> using Maine's registration code "207". Make sure to keep track of the information, including the passwords.
- 2) After Safe Church Training Part A is complete, please email Teresa Pinney the name, email, list of courses completed and date completed by using the Excel template that you can download here: <https://tinyurl.com/safechurchtemplate>
- 3) Teresa Pinney will notify Praesidium, who will upload the data. The clergy convener or their designee, will then be able to access printable certificates by using the email and password entered in step #1.

- 4) Conveners/designee should print 2 copies of the completed Safe Church Certificate Part A: 1 for the person and one for the congregational records.

Instructions for Part B

- 1) At the time of completion of the State of Maine training on Mandated Reporting (Part B), the clergy person hosting the approved training must print one certificate (you can't go back and print a certificate) using the church name instead of a person's name. Then, the priest should sign the certificate and list the names of individual participants on the certificate (it doesn't take up the entire page, so there's plenty of room). This certificate must be retained in the church office.

A Note about Clergy Safe Church Training

Clergy serving in the Diocese of Maine are required to maintain current (within 4 years), Safe Church Training Parts A and B. Please mail your certificates to: The Episcopal Diocese of Maine, Attn: Barbara Martin, 143 State Street, Portland, ME, 04101, for inclusion in your clergy file.