Safe Church FAQs for Administrators

Q: What is Safe Church?

A: Safe Church is the official program of the Episcopal Church as passed by General Convention and adopted by our diocese for the protection of people within the church and in its ministries. Safe Church is a comprehensive program including the following major components: Policies, Background Screenings, Training, and Reporting.

Q: Where can I find information about Safe Church?

A: The Episcopal Diocese of Northern California hosts a comprehensive and regularly updated web page regarding Safe Church at: www.norcalepiscopal.org/site/safe-church

Q: What information is on the Diocesan Safe Church page?

A: We have information regarding the following items: Policies, Background Screenings, Training, Reporting, and Administrator guides.

Q: What platform is used for training?

A: The Episcopal Church (via the Church Pension Group) contracts, on behalf of all dioceses and congregations, with Praesidium Academy to host our Safe Church trainings. This service is FREE to our churches.

Q: What is the difference between Diocesan Safe Church Administrators and Congregational/Institutional Safe Church Administrators?

A: Congregational/Institutional Safe Church Administrators can only add or view users from their congregation/institution. Diocesan Safe Church Administrators can see users across all of our congregations/institutions, add users to any of these groups, change passwords, and assign Administrators at the congregational level.

Q: Who is the Diocesan Safe Church Administrator?

A: Michelle Karimi is the Diocesan Safe Church Administrator (michelle@norcalepiscopal.org, 916-442-6918 ext. 215)

Q: What is the role and duties of a Safe Church Administrator?

A: The role and duties of a Safe Church Administrator is as follows:

- Serving as a resource for their congregation on Safe Church policies, best practices, and trainings
- Accessing the Praesidium online platform for their congregation
- Adding new people for training from their congregations to the online platform, Praesidium Academy
- Reminding those required to be trained of their training status, including what courses must be completed and what is not complete, and encouraging them to be trained in a timely manner
- Initiating background checks, as needed
- Communication liaison with the Diocesan Office or the purpose of sharing any needs or questions related to Safe Church coming from your congregation

Q: What are the qualifications of a Safe Church Administrator?

A: The Safe Church Administrator for your congregations or institution should be someone who has the following skills and abilities:

- **Organization**: The Safe Church Administrator must be able to keep track of information, people in the system, and to generate a comprehensive training list
- **A Good Communicator**: Safe Church requires a lot of communication and re-communication. It sometimes involves needing to explain the why/how/what of Safe Church, including to those who may struggle to understand these changes in our congregations. In addition, strong listening skills as the Safe Church Administrator may encounter people with past trauma or strong feelings. The Safe Church Administrator should be able to provide clear, concise, and accurate information regarding the Safe Church policies, training, and background checks.

- **Willingness to Learn**: There is a lot of information and moving parts with Safe Church. The Safe Church Administrator needs to be willing to attend and engage in training, including future training, and be willing to spend time learning the policies, and familiarizing themselves with best practices and information on the Safe Church website.
- **Technical Ability**: Safe Church requires some computer knowledge including navigating the Safe Church website and documents, navigating Praesidium (adding users, looking up records, help troubleshooting), and navigating and performing background checks. While all records are stored online, access and knowledge of a computer is essential.
- **Pastoral**: There are times when individuals may struggle with understanding or come to you with concerns. Being able to listen and provide support is important. It is also important to know when to pass an individual on to clergy or to recommend other sources of support. There may be a time when part of the Safe Church training is not appropriate given past circumstances and knowing when to make these calls is important.
- **High Level of Discretion and Confidentiality**: As the Safe Church Administrator you are required to maintain a high level of confidentiality, especially with respect to background checks. You are privy to personal and private information and treating that information with care and respect is essential to doing your role.

Q: I need to become an Administrator for Safe Church for my congregation or institution. How do I go about doing this?

A: Please have your Clergy in Charge or Senior Warden email Michelle Karimi at michelle@norcalepiscopal.org to state that they approve of you being assigned as the churches Safe Church Administrator.

Q: What can Safe Church Administrators do in Praesidium?

A: Administrators can "invite" and "manage" users/learners in the Praesidium system including adding new users, search for users, and see user training history. Administrators can add additional information (address, titles, etc.) for users when entering someone into the system but not later. Administrators can also run reports. Administrators can often change basic information (emails, names, etc.) but this depends on when and how the user was added and is not consistent across users. Administrators CANNOT change passwords.

Q: How to set up individuals with a Praesidium account?

A: Click here to watch a video on the bottom right corner titled "***Admin - User Management.***" Instructions for how to add a user begins at time timestamp 4:40. Instructions for how to add multiple users starts at 5:26. To add an individual you need their name (first and last) and their email. We highly recommend using a personal email and not a church email or a generic email such as "*SeniorWarden@StBrigids.org*" as training will forever be associated with that email and cannot be transferred. Once you set up the account(s), individuals will receive an automated email from Praesidium asking them to login and begin taking trainings. In either case (*whether they have an account or you're creating one for them*), you will need to inform them of which trainings to take based on the chart you will find on the next few pages of this document or here on our website as they will have access to many trainings, but are not required to take them all.

Q: I tried to add someone, and it said "*email/person already in the system*." What should I do?

A: This can happen for several reasons:

1. The person has already been added under your sub-license (church account), and you need to search for them
2. The person has been added under your sub-license but has been disabled
3. The person was added under another sub-license

If you have searched the page listing your users and cannot locate the person, then it is time to check the disabled list. Scroll to the bottom on the user page (*accessed from the home page via the "Invite and Manage Learners" rectangle by clicking "Continue*) and locate the "*View Disabled*" button in the lower right-hand corner of the bottom of the page…

Click this button and it will bring up a list of people from your sub-license who have been disabled. If you see the individual you are seeking, click their name and scroll to the bottom. For some you will be able to click the "Enable this User" button on the bottom of the page to reactivate their account, however if this button does not exist you will need to open a support ticket with Praesidium. Provide Praesidium with the individual's name and email, your sub-license (church), and ask them to reactivate their account.

If you have searched the disabled accounts list and the person is not there, it is likely they were added to the wrong sub-license (church). For these it is helpful to simply submit a support ticket with Praesidium. Provide the individual name, email and ask that they be added to your sub-license.

Q: How to look up an individual's training certificates or transcript?

A: Click "*User*" on the blue panel on the left, select *"Learners" a*nd locate the individual for whom you wish to see their training. Select the individual. Once there, you will see three tabs towards the top left-hand side of the screen. Click on "*Transcript*." Click on *Transcript*. Once there it will give you all of the training completed by the individual. This is a historical record meaning it will go back as far as the email has trained. You can print this transcript from this page if you wish. The learner can also see the transcript on their learner page.

Q: I need help and want to submit a support ticket, where do I go?

A: Use the "*Assistance*" button that should appear on the right-hand side of your screen. It's an orange box with a question mark. Click on the button and it will open a box, select "*Administrators*" from the horizontal headings. Scroll to the bottom and it will say "*Submit a Support Ticket*," click on this. It will bring up a ticket for you to fill out and submit. Make sure you provide your information, your sub-license (church), and information about what you need help with. If it's user specific (*adding, transferring, cannot find, etc.*) then make sure you include the name and email of the individual in question. The assistance button can also help you by providing some additional training and tutorials.

Q: What trainings and screenings are required to complete?

The Safe Church requirements in the Episcopal Diocese of Northern California can be found on our website linked here, as well as in the chart below (*which is also downloadable if clicked*):

<table>
<tr><th rowspan="2">Position</th><th rowspan="2">Mandated Reporter</th><th colspan="3">Background Screenings</th><th rowspan="2">LiveScan Fingerprinting</th><th rowspan="2">Promoting a Safe Environment: Employee/Supervisor Sexual Harassment Training – CA</th></tr>
<tr><th>Background Check</th><th>DMV Records Check</th><th>Credit Check</th></tr>
<tr><td>Clergy</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td rowspan="2">Required by all clergy and lay employees ONLY IF the employer has a comination of 5 or more employees and volunteers (see note below)</td></tr>
<tr><td>Lay Employees</td><td>X</td><td>X</td><td rowspan="3">If authorized to drive</td><td rowspan="3">Required for Treasurers and check signers</td><td>X</td></tr>
<tr><td>Unpaid Administrators
(Including Vestry/Mission Committee Members)</td><td>X</td><td>X</td><td>X</td><td rowspan="2">See Note Below</td></tr>
<tr><td>Volunteers</td><td>See Note Below</td><td>See Note Below</td><td>See Note Below</td></tr>
</table>

Note:

- Administrators are those who manage the organization which can include records and accounts. Vestry members are also considered administrators.

- Volunteers are only required to complete the Mandated Reporter training, Background Check, LiveScan Fingerprinting, and Sexual Harassment training if 18 years of age or older and have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.

- In determining whether an employer meets the threshold and is subject to the sexual harassment prevention training requirement, independent contractors, volunteers, and unpaid interns are also counted in addition to employees. For example, if an employer has 2 part-time employees and 6 volunteers, the employer would meet the threshold requirement and would need to ensure the 2 part-time employees complete the training. The 6 volunteers would not be required to do so but are welcome to. While volunteers, independent contractors, and unpaid interns are not required to take this training, employers might consider encouraging it as a best practice.

Q: Who needs to take the California Mandated Reporter training?

A: Per California law AB506, all administrators (paid or unpaid) and employees (clergy & lay) must complete this training. Volunteers 18 years of age or older that have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year must also complete this training.

Q: How to take the California Mandated Reporter training?

A: Click here to sign into your Praesidium account. Scroll down to navigate to the list of available trainings. Select the *"**CANRA Mandated Reporter**"* training and click *"Start Course."* As the diocese has access to view completed trainings, you do not need to send us your certificate of completion; however, you should discuss this with your church as they may want a copy for their records.

Q: What is the cost to take the California Mandated Reporter training?

A: There is no cost to individuals or churches to take this training.

Q: Where to find Model Policies for The Episcopal Church and The Diocese of Northern California?

A: The Episcopal Church's Model Policy for the Protection of Children and Youth can be downloaded here, and Model Policy for the Protection of Vulnerable Adults can be downloaded here. Model Policies for The Episcopal Diocese of Northern California be found here.

Q: Who needs to take Sexual Harassment training?

A: Per California law, employers with five or more employees are required to provide sexual harassment prevention training to all clergy, lay employees, and volunteers every two years. This mandatory training (30 minutes) for supervisors and non-supervisory employees must also take place within six months of hire or promotion and every two years thereafter.

Taking these individual learner courses in a group setting will not satisfy the requirements.

In determining whether an employer meets the threshold and is subject to the sexual harassment prevention training requirement, independent contractors, volunteers, and unpaid interns are also counted in addition to employees.

For example, if an employer has 2 part-time employees and 6 volunteers, the employer would meet the threshold requirement and would need to ensure the 2 part-time employees complete the training. The 6 volunteers would not be required to do so but are welcome to. While volunteers, independent contractors, and unpaid interns are not required to take this training, employers might consider encouraging it as a best practice.

Q: How do you take Sexual Harassment training?

A: Click here to sign into your Praesidium account. Scroll down to navigate to the list of available trainings.

- If you are a supervisor, select the "*Promoting a Safe Environment: Supervisor Sexual Harassment Training – CA" and click "Start Course."*
- If you are not a supervisor, select the "*Promoting a Safe Environment: Employee Sexual Harassment Training – CA" and click "Start Course."*

Q: Who needs to complete a Background Check?

A: Per California law, all administrators (paid or unpaid) and employees (clergy & lay) must complete a background check. Volunteers 18 years of age or older that have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year must also complete a background check.

Q: How to initiate or renew a Background Check?

A: For new clergy, a full background check must be completed through Oxford Documents. Please contact Jacqi Seppi at jacqi@norcalepiscopal.org for assistance with this.

For Administrators, lay employees, and required volunteers, follow the steps below:

1. Log into Praesidium as an Administrator
2. Click on "*Admin Portal*" on the bottom right
3. Scroll down and click "*Access Portal*"
4. Click "*Manage Background Checks*"
5. Click "*Order Manual Background Check*"
6. Enter the individuals email address that's associated with the account you just created for them
7. Click on "*Select a package*" and if the individual requires a background check + motor vehicle records (MVR) check, select "*Background Check-Premium- with MVR-5yr rescreen*." If the individual doesn't need a motor vehicle report, select "*Background Check-Premium-5yr rescreen*."
8. Inform the individual to log into their account and scroll through the list of trainings. There they will see an option to complete the form for the background check.

Q: How often does a Background Check need to be renewed?

A: Background checks must be renewed every three years through Praesidium.

Q: What is the cost of running a Background Check?

A: The cost of running or renewing a background check through Praesidium is $20 on average, depending on the number of recent counties of residence of the person being checked. The congregation is invoiced after the background check is complete.

Q: Who needs to have a Credit Check?

A: All Treasurers and check signers must complete a Credit Check.

Q: What is the cost of running a Credit Check?

A: The cost of running a credit check is $15 per report.

Q: How to initiate a Credit Check?

A: Credit Checks can only be initiated by the Diocesan Safe Church Administrator and are completed through Oxford Documents. To run a Credit Check, Safe Church Administrators must email the full name and email address of the individual(s) in need of a credit check. Please email this information to Michelle Karimi at michelle@norcalepiscopal.org with your request for a credit check.

Q: Who needs to complete a LiveScan?

A: Per California law AB506, all administrators (paid or unpaid) and employees (clergy & lay) must complete a fingerprint based state and federal-level LiveScan background screening. Volunteers 18 years of age or older that have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year must also complete a LiveScan.

Q: What is the cost of completing a LiveScan?

A: The cost of completing a LiveScan varies based on location and ranges from $5-$69. To find a list of verified locations and their prices, click here, scroll down to select your county from the list, and scroll through the list of locations to find one near you. There you will also find the cost for a LiveScan at that location.

Q: How to complete a LiveScan?

A: Follow the steps below to complete a LiveScan:

1. Download, complete, and send the BCIA 9018 – CalVECHS Waiver Agreement to michelle@norcalepiscopal.org
2. Download, complete and print the BCIA 8016VECHS – Request for LiveScan Service: Employee | Volunteer *(you will submit this to a LiveScan operator)*
3. Go to: https://oag.ca.gov/fingerprints/locations
4. Scroll down and select your county from the list
5. Visit the nearest LiveScan location to you.
6. Submit your BCIA 8016VECHS form to the LiveScan operator
7. Pay the fee to the operator *(please let us know ahead of time if you need a scholarship to cover the cost)*
8. Get fingerprinted

Q: If someone has previously completed a LiveScan elsewhere, do they need to complete it again?

A: LiveScan fingerprinting results cannot be used for multiple purposes. Each LiveScan submission is tied to a specific request or agency and is processed for a particular background check purpose. Therefore, even if you have had a LiveScan completed elsewhere, you will still need to complete a new one with our application form.

Q: Are the previous Safe Church, Safe Communities trainings no longer required?

A: In an effort to simplify the process, we are only requiring what is required by state and federal laws while still holding space for and recommending the other trainings. While no longer required, the Safe Church, Safe Communities trainings are still available at no cost to churches and may be completed.

Q: Who is the Diocesan Intake Officer?

A: The Rev. Nancy Streufert is the Intake Officer for the diocese. The Intake Officer will listen with respect, offer pastoral care, create a written report regarding the concern(s) presented and response, and answer questions about the process. Anyone may contact the diocesan intake officer to report concerns about the behavior of a member of a clergy person. This initiates a process, when appropriate, to hold clergy accountable for their behavior. You can reach The Rev. Nancy Streufert at 707-840-6016, or revnancysstreufert@gmail.com. Please note: Clergy members are REQUIRED to report to the intake officer anything that may constitute an offense and to cooperate with the clergy disciplinary process.