

PRINT THESE DIRECTIONS

The Diocese of Fond du Lac provides online modules for Safe Church, Safe Communities for church workers to complete. The Praesidium Academy modules needed depends on your church role with all available. Have questions? Contact the Diocesan Office at (920) 830-8866.



ENROLL IN PRAESIDIUM ACADEMY

1. Visit diofdl.org/prevention, click **Sign In**, click 'Given a code to create an account' link.
2. Enter first name, last name, email, then create and confirm a password.
3. Enter **reg-episdiofonddulac-334-diocese** code, click **Validate**.
4. Agree to the terms and conditions, click **Redeem**. If you see a message the code has been redeemed, you previously enrolled so click 'Already a Member? Sign In'.
5. Give answers to questions and move on to Praesidium Academy Dashboard.

SIGN IN TO PRAESIDIUM ACADEMY

1. Visit diofdl.org/prevention, click **Sign In**.
2. Enter email and password (use 'Forgot your password', if needed).
3. Scroll to view modules taken/in progress on 'My Learning' tab.
4. Scroll to view all modules. Because modules are offered in multiple languages, we suggest filtering the list using Language filter on left side.
5. Click the module you need to take (list of those needed is on the next page).
6. When modules are complete, you receive an email with link to print a completion certificate. This may be kept and provided to your congregation.

Be prepared to take each module by creating conditions for learning without interruption or distraction. Plan 10-15 minutes for each module. Take your time and read carefully to fully understand content. Absorb what you've learned and complete each module completely in one sitting. Best practice is to take a few modules in each learning session.

MODULES NEEDED

A "church worker" is any person, both volunteers and employees, doing a job or duty on behalf of the church (diocese, congregation, or agency). Church workers include clergy, lay employees, Sunday School teachers, youth ministry volunteers, vestry members, Altar Guild members, ushers, Eucharistic Visitors, Vacation Bible School volunteers – anyone doing more for the church than simply attending.

Modules needed depend on the church worker role. All church workers need to take the foundation modules – a total of seven (7) modules. In addition to the foundation modules, additional modules may be needed based on your role as a supervisor or working with children, youth or vulnerable adults, or in a specialized ministry area.

Parochial clergy need to complete all modules except Keeping Your Day Camp Safe and Keeping Your Overnight Camp Safe (unless you are participating in these programs).

Foundation Modules – All church workers need to complete.

- Safe Church, Safe Communities: Introduction & Theological Background
- Safe Church, Safe Communities: Inclusion
- Safe Church, Safe Communities: Healthy Boundaries
- Safe Church, Safe Communities: Organizational Rule & Policies
- Safe Church, Safe Communities: Abuse & Neglect
- Safe Church, Safe Communities: Bullying
- Policies: Episcopal Diocese of Fond du Lac

Supervisory Modules – Church workers who have supervisory duties need to complete.

This includes clergy, wardens, ministry directors, music directors and others in similar positions.

- Safe Church, Safe Communities: Pastoral Relationships
- Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors
- Keeping Your Church Safe
- Duty to Report: Mandated Reporter
- Social Media Safety

Ministry Modules – Church workers who do not have supervisory duties need to complete.

This includes vestry members, ministry team members (altar guild, ushers), nursery workers, and others in similar positions.

- Safeguarding God's People: Preventing Sexual Harassment for Workers
- Safe Church, Safe Communities: Power and Relationships
- Abuse Risk Management for Volunteers
- Social Media Safety

Other Modules – Church workers who are engaged in specific ministry areas need to complete.

- Recognizing Abuse & Exploitation in Elder Serving Programs – Church workers who work with elder serving programs (for example, Eucharistic Visitors).
- Preventing Sexual Activity Between Young Children – Church workers who work with children/youth serving programs (for example, Sunday School teachers, nursery workers).
- Keeping Your Overnight Camp Safe – Church workers who work at an overnight camp setting (for example, counselors, support staff).
- Keeping Your Day Camp Safe – Church workers who work with a day camp or similar program (for example Vacation Bible School).

Refresher Module – All church workers, every three years after initial module completion

- Abuse Prevention Refresher

Suggested – Every church worker is encouraged to take other modules in addition to those listed here when they are relevant to their duties.