



The Prevention of Sexual Abuse and Misconduct Guide on Who Needs Training and How to Get Trained

Assessing Your Parish

Ultimately, it's up to the rector, priest-in-charge, or vicar to assess what's best for the safety of the parish. The requirements below are a baseline for misconduct prevention. Churches should not feel limited by this guide in what they require. If you feel that the baseline is too stringent or have any other concerns, please be in touch with Ed Keithly, deputy director, transition ministry (ekeithly@thediocese.net) or; Pat Wingo, canon to the ordinary (pwingo@thediocese.net).

Two Ways to Get Trained:

1. In-Person Training

Two types of in-person training are available in the Diocese of Virginia:

- Prevention of Child Abuse and Child Sexual Misconduct (2.5 hour course)
- Prevention of Adult Sexual Misconduct (2.5 hour course)

Clergy who receive the training (child and/or adult) may teach that workshop in their parish. This may be especially useful in training Eucharistic visitors (adult misconduct prevention training is a prerequisite for licensure as a LEV) or Sunday school teachers (child abuse prevention).

2. Online Training

In order to make training more widely available and to honor the time constraints of those participating in ministry, we offer online misconduct prevention training. We hope that those being trained for the first time will elect to take in-person training, but we understand that this is not always possible.

- In order to ensure that each parish knows who is taking online training, we ask that the rector, vicar, priest-in-charge or the rector's designate (e.g., parish administrator) request the registration information. The information can then be forwarded to those in need of online training.
- **To get the login guide, the rector or his designate should email Vicky Bickel (vbickel@thediocese.net), assistant for transition ministry.**



Required Training

Broken Down by Specific Ministry

Misconduct prevention training can be completed by receiving training in-person or online. We recommend those receiving training for the first time take the class in-person, but realize this is not always a possibility due to time constraints and other factors.

Important: Every clergy person, church staff member and volunteer who received training more than 10 years ago is required to renew training by taking online courses or in-person training.

All Clergy

In-person

- Prevention of Child Abuse and Child Sexual Misconduct
- Prevention of Adult Sexual Misconduct

Online

- Meet Sam | It Happened to Me | Keeping Your Church Safe | Policies | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for congregations | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries | Safeguarding God's People: Preventing Sexual Harassment for Workers | Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors (if in supervisory role)

All Church Staff Members

Whether full- or part-time, clergy or lay, paid or unpaid:

In-person

- Prevention of Child Abuse and Child Sexual Misconduct
- Prevention of Adult Sexual Misconduct

Online

- Meet Sam | It Happened to Me | Keeping Your Church Safe | Policies | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for congregations | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries | Safeguarding God's People: Preventing Sexual Harassment for Workers | Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors (if in supervisory role)

Licensed Lay Leaders

For more on Lay Leader licensing, [click here](#).

- Catechists who teach adults
 - **In-person:** Prevention of Adult Sexual Misconduct
 - **Online:** Keeping Your Church Safe | Policies | Preventing Sexual Exploitation in Communities of Faith – for congregations and for ministries
- Catechists who teach youth
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Policies
- Eucharistic Ministers who serve at the altar during regular worship services
 - No Sexual Misconduct Prevention training is required
- Eucharistic Visitors who take communion to homes, hospitals or other facilities



- **In-person:** Prevention of Adult Sexual Misconduct with special focus on recognition and reporting of elder abuse
- **Online:** There is currently no online course that addresses elder abuse prevention. For this reason, **all LEVs must complete in-person training.** Clergy can be certified to teach this workshop in their parish. If interested, please be in touch with Kathlyn Jones, assistant for transition ministry (vbickel@thediocese.net).
- Pastoral Leaders
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct | Prevention of Adult Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Keeping Your Church Safe | Policies | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for congregations | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries | Safeguarding God's People: Preventing Sexual Harassment for Workers, Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors
- Preachers who are licensed to preach during regular worship services
 - No misconduct prevention training is required
- Worship Leaders
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct | Prevention of Adult Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Keeping Your Church Safe | Policies | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for congregations | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries, Safeguarding God's People: Preventing Sexual Harassment for Workers | Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors

Missioners*

- Missioners, paid or volunteer
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct | Prevention of Adult Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Keeping Your Church Safe | Policies | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for congregations | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries | Safeguarding God's People: Preventing Sexual Harassment for Workers | Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors
- Mission Trip Leaders
 - **In-person:** Prevention of Adult Sexual Misconduct
 - **Online:** Keeping Your Church Safe | Policies | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for congregations | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries
- Mission Trip Participants
(If the mission team includes anyone under the age of 18 or if missioners will meet or work with anyone under the age of 18)
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Policies



*Distinguishing between Missioners, Mission Trip Leaders and Mission Trip Participants.

- Missioner: someone going to live for an extended time (more than a few months) in a mission area (e.g., Young Adult Service Corps).
- Mission Trip Leader: a lay leader or clergyperson in charge of a church mission trip, typically lasting less than a month.
- Mission Trip Participants: anyone going on a church mission trip who's not in a supervisory role.

Nursery Workers

- Nursery Workers, paid
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Policies
- Nursery Workers, volunteer
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Policies

Teachers

- Parochial School Teachers and Staff
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Keeping Your School Safe | Policies
- Sunday School Teachers, paid
 - Those who teach children or youth:
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Keeping Your School Safe | Policies
 - Those who teach adults:
 - **In-person:** Prevention of Adult Sexual Misconduct
 - **Online:** Keeping Your Church Safe | Policies | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for congregations | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries
- Sunday School Teachers, volunteer
 - Those who teach children or youth:
 - **In-person:** (Recommended) Prevention of Child Abuse and Child Sexual Misconduct
 - **Online:** (Recommended) Meet Sam | It Happened to Me | Keeping Your School Safe, Policies
 - Those who teach adults:
 - **In-person:** (Recommended) Prevention of Adult Sexual Misconduct
 - **Online:** (Recommended) Meet Sam | It Happened to Me | Keeping Your School Safe, Policies

Vacation Bible School Staff

- Vacation Bible School Directors
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Keeping Your School Safe | Policies
- All Vacation Bible School staff
 - **In-person:** (Recommended) Prevention of Child Abuse and Child Sexual Misconduct recommended



- **Online:** (Recommended) Meet Sam | It Happened to Me | Keeping Your School Safe | Policies

Youth Group Leaders

- Youth Group Leaders, whether paid or volunteer
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Keeping Your School Safe | Policies
- Youth Group Workers, whether paid or volunteer
 - **In-person:** Prevention of Child Abuse and Child Sexual Misconduct
 - **Online:** Meet Sam | It Happened to Me | Keeping Your School Safe | Policies

Vestry Members and Wardens

- **In-person:** Prevention of Child Abuse and Child Sexual Misconduct | Prevention of Adult Sexual Misconduct
- **Online (recommended method):** Meet Sam | It Happened to Me | Keeping Your Church Safe | Policies | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for congregations | Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries

