PRAESIDIUM ACADEMY

Praesidium Academy Quick Start Guide

Welcome to Praesidium Academy! Below, you will find instructions for enrolling and logging in to online safe church training. If you have any questions, please contact Susan Allen at sallen@diosova.org or 757-213-3391. For technical support, please contact support@praesidiuminc.com or 817-801-7773.

To Enroll:

1. Go to https://www.praesidiumacademy.com/redeem
2. Fill in your contact information including First Name, Last Name, Email Address, and desired Password. Praesidium Academy requires a valid, unique email address for each registrant in order to participate.
3. Enter the appropriate registration code for your organization (see **pages 4-8** of this document).
4. Click **Validate** to confirm registration code.
5. Click the checkbox to agree to the Terms & Conditions.
6. Click **Register**.
7. Write down your user login and password for future reference. You should log in to this same account each time you take online safe church training.
8. Answer the **Registration Questions** about your status and role within the organization.
9. **Click Save & Continue**.
10. Read the instructions on **page 2** of this document to find out which courses are required for your level of training. Our diocese requires that specific courses be completed so do not rely on the courses suggested by Praesidium. See **page 3** of this document for guidance on which level of training you should complete.

Two levels of safe church training are offered:

Universal – for non-supervisory program participants and for those with key or code access to buildings who have limited direct interaction with those who might be vulnerable. The training is designed to cover a broad range of topics regarding vulnerability, boundaries, inclusion, power, and basic best practices to enable all to live out their Baptismal Covenant. Suitable for Sunday school teachers and VBS volunteers.

Specialized – for those who work directly with those who might be vulnerable, and those who are in supervisory, staff, or key leadership roles. This training dives deep into specifics related to sexual misconduct, boundaries, inclusion, power, pastoral relationships, and sexual harassment, and addresses basic best practices for program supervision. Required for vestry members, clergy, and church staff.

Once you have completed online safe church training it is your responsibility to provide your church or organization with a copy of your transcript as proof of certification. To access your transcript, log in to Praesidium Academy and click on the down arrow next to your name in the top right corner of the homepage. Training recertification is required every three years.

You must be age 16 or older to take safe church training.

Episcopal Diocese of Southern Virginia Online Safe Church Training
Which Praesidium Academy courses do I have to complete?

Praesidium Academy Course	**Universal Training**	**Specialized Training**
Policies: Episcopal Diocese of Southern Virginia	✓	✓
Safe Church, Safe Communities: Introduction & Theological Background	✓	✓
Safe Church, Safe Communities: Healthy Boundaries	✓	✓
Safe Church, Safe Communities: Inclusion	✓	✓
Duty to Report: Mandated Reporter	✓	✓
Safe Church, Safe Communities: Abuse & Neglect		✓
Safe Church, Safe Communities: Bullying		✓
Safe Church, Safe Communities: Power and Relationships		✓
Safe Church, Safe Communities: Pastoral Relationships		✓
Preventing Sexual Harassment for Workers (*if your role is **non-supervisory***) **OR** Preventing Sexual Harassment for Managers & Supervisors (*if your role is **supervisory**; includes Clergy, Vestry, Executive Board, etc.*)		✓

Episcopal Diocese of Southern Virginia Safe Church Training Protocols

	Ministry Function	Universal Training	Specialized Training
Staff & Contracted Ministers	Clergy		X
	Church Employees		X
	Church Staff - unpaid		X
	Church contractors (1099)	X	
	Diocesan Employees		X
	Diocesan Staff - unpaid		X
	Diocesan contractors (1099)	X	
	Day School Staff		X
	Day School Teachers		X
	Day School Volunteers		X
Program Supervisors	Child/Youth Choir Director		X
	Choir Director		X
	Commissioned Ministry Teams		X
	Director of Religious Education		X
	Camp Director		X
	Youth Minister		X
	VBS/Day Camp Director		X
	Other Program Supervisors		X
Program Participants	Acolyte Mentor	X	
(non-supervisory)	Choir Parents	X	
	Church School Teacher	X	
	Counselor in Training	X	
	Nursery worker - unpaid	X	
	Teenage assistants	X	
	Musicians who work with youth	X	
	Confirmation mentors	X	
	Tutors	X	
	VBS/Day Camp Volunteers	X	
	Resident Camp Counselor		X
	Parish Nurse		X
	Lay Chaplains		X
	Youth Group/Event Leaders		X
	Mission Trip Leaders		X
Drivers	Drivers	X	
Governance	Wardens		X
	Vestry		X
	Treasurer		X
	Other Elected/Appointed Boards		X
Key/Building Access	Altar Guild	X	
	Building Hosts	X	
Home Visitors	Eucharistic Visitors		X
	Pastoral Care Visitors		X
	Stephen Ministers		X

If you do not see your role on this list please contact the diocesan office for guidance.

Organization Name	Registration Code
Episcopal Diocese of Southern Virginia	reg-ediosouthernvirginia-757-diocese
Episcopal Diocese of Southern Virginia - **Advent, Norfolk**	reg-ediosouthernvirginia-757-adventnorfolk
Episcopal Diocese of Southern Virginia - **All Saints' Church, South Hill**	reg-ediosouthernvirginia-757-allsaintssouthhill
Episcopal Diocese of Southern Virginia - **All Saints' Church, VB**	reg-ediosouthernvirginia-757-allsaintsvb
Episcopal Diocese of Southern Virginia - **Ascension Day School, Norfolk**	reg-ediosouthernvirginia-757-ascensionschoolnorfolk
Episcopal Diocese of Southern Virginia - **Ascension, Norfolk**	reg-ediosouthernvirginia-757-ascensionnorfolk
Episcopal Diocese of Southern Virginia - **Brandon Church, Disputanta**	reg-ediosouthernvirginia-757-brandonchurchdisputanta
Episcopal Diocese of Southern Virginia - **Bruton Parish Church, Williamsburg**	reg-ediosouthernvirginia-757-brutonwilliamsburg
Episcopal Diocese of Southern Virginia - **Chanco on the James**	reg-ediosouthernvirginia-757-chancoonthejames
Episcopal Diocese of Southern Virginia - **Christ and Grace Church**	reg-ediosouthernvirginia-757-christgracechurch
Episcopal Diocese of Southern Virginia - **Christ and St. Luke's Church, Norfolk**	reg-ediosouthernvirginia-757-christstlukenorfolk
Episcopal Diocese of Southern Virginia - **Christ Church, Amelia**	reg-ediosouthernvirginia-757-christchurchamelia
Episcopal Diocese of Southern Virginia - **Christ Church, Danville**	reg-ediosouthernvirginia-757-christchurchdanville
Episcopal Diocese of Southern Virginia - **Christ Church, Eastville**	reg-ediosouthernvirginia-757-christchurcheastville
Episcopal Diocese of Southern Virginia - **Christ Church, Halifax**	reg-ediosouthernvirginia-757-christchurchhalifax
Episcopal Diocese of Southern Virginia - **Christ Church, Smithfield**	reg-ediosouthernvirginia-757-christchurchsmithfield
Episcopal Diocese of Southern Virginia - **Christ Church, Waverly**	reg-ediosouthernvirginia-757-christchurchwaverly
Episcopal Diocese of Southern Virginia - **Christ The King Church**	reg-ediosouthernvirginia-757-christthekingchurch
Episcopal Diocese of Southern Virginia - **Eastern Shore Chapel**	reg-ediosouthernvirginia-757-easternshorechapel
Episcopal Diocese of Southern Virginia - **Emmanuel Church, Cape Charles**	reg-ediosouthernvirginia-757-emmanuelcapecharles
Episcopal Diocese of Southern Virginia - **Emmanuel Church, Chatham**	reg-ediosouthernvirginia-757-emmanuelchatham
Episcopal Diocese of Southern Virginia - **Emmanuel Church, Franklin**	reg-ediosouthernvirginia-757-emmanuelfranklin
Episcopal Diocese of Southern Virginia - **Emmanuel Church, Glenmore**	reg-ediosouthernvirginia-757-emmanuelglenmore

Organization Name	Registration Code
Episcopal Diocese of Southern Virginia - **Emmanuel Church, Hampton**	reg-ediosouthernvirginia-757-emmanuelhampton
Episcopal Diocese of Southern Virginia - **Emmanuel Church, Jenkins Bridge**	reg-ediosouthernvirginia-757-emmanueljenkinsbridge
Episcopal Diocese of Southern Virginia - **Emmanuel Church, VA Beach**	reg-ediosouthernvirginia-757-emmanuelvabeach
Episcopal Diocese of Southern Virginia - **Epiphany Church, Danville**	reg-ediosouthernvirginia-757-epiphanydanville
Episcopal Diocese of Southern Virginia - **Epiphany, Norfolk**	reg-ediosouthernvirginia-757-epiphanynorfolk
Episcopal Diocese of Southern Virginia - **Galilee Church, VA Beach**	reg-ediosouthernvirginia-757-galileevabeach
Episcopal Diocese of Southern Virginia - **Glebe Church, Suffolk**	reg-ediosouthernvirginia-757-glebesuffolk
Episcopal Diocese of Southern Virginia - **Good Samaritan Church**	reg-ediosouthernvirginia-757-goodsamaritanchurch
Episcopal Diocese of Southern Virginia - **Good Shepherd, McKenney**	reg-ediosouthernvirginia-757-goodshepherdmckenney
Episcopal Diocese of Southern Virginia - **Good Shepherd, Norfolk**	reg-ediosouthernvirginia-757-goodshepherdnorfolk
Episcopal Diocese of Southern Virginia - **Good Shepherd, Richmond**	reg-ediosouthernvirginia-757-goodshepherdrichmond
Episcopal Diocese of Southern Virginia - **Grace Church, Norfolk**	reg-ediosouthernvirginia-757-gracenorfolk
Episcopal Diocese of Southern Virginia - **Grace Church, Yorktown**	reg-ediosouthernvirginia-757-gracechurchyorktown
Episcopal Diocese of Southern Virginia - **Hickory Neck Church**	reg-ediosouthernvirginia-757-hickoryneckchurch
Episcopal Diocese of Southern Virginia - **Holy Apostles, VA Beach**	reg-ediosouthernvirginia-757-holyapostlesvabeach
Episcopal Diocese of Southern Virginia - **Holy Trinity Church**	reg-ediosouthernvirginia-757-holytrinity
Episcopal Diocese of Southern Virginia - **Hungars Cure, Bridgetown**	reg-ediosouthernvirginia-757-hungarscurebridgetown
Episcopal Diocese of Southern Virginia - **Johns Memorial Church**	reg-ediosouthernvirginia-757-johnsmemorial
Episcopal Diocese of Southern Virginia - **Manakin Church, Midlothian**	reg-ediosouthernvirginia-757-manakinmidlothian
Episcopal Diocese of Southern Virginia - **Merchants Hope Church**	reg-ediosouthernvirginia-757-merchantshope
Episcopal Diocese of Southern Virginia - **Misson of the Holy Spirit, Norfolk**	reg-ediosouthernvirginia-757-missionholyspiritnorfolk
Episcopal Diocese of Southern Virginia - **Old Donation Church, VA Beach**	reg-ediosouthernvirginia-757-olddonationvabeach
Episcopal Diocese of Southern Virginia - **Parish Day School, Virginia Beach**	reg-ediosouthernvirginia-757-parishdayschoolvbeach

Organization Name	Registration Code
Episcopal Diocese of Southern Virginia - **Redeemer, Midlothian**	reg-ediosouthernvirginia-757-redeemermidlothian
Episcopal Diocese of Southern Virginia - **St. Aidan's Church, VA Beach**	reg-ediosouthernvirginia-757-staidanvabeach
Episcopal Diocese of Southern Virginia - **St. Andrew's Church, Baskerville**	reg-ediosouthernvirginia-757-standrewbaskerville
Episcopal Diocese of Southern Virginia - **St. Andrew's Church, Lawrenceville**	reg-ediosouthernvirginia-757-standrewlawrenceville
Episcopal Diocese of Southern Virginia - **St. Andrew's Church, Newport News**	reg-ediosouthernvirginia-757-standrewnewportnews
Episcopal Diocese of Southern Virginia - **St. Andrew's Church, Norfolk**	reg-ediosouthernvirginia-757-standrewnorfolk
Episcopal Diocese of Southern Virginia - **St. Anne's Church**	reg-ediosouthernvirginia-757-stannechurch
Episcopal Diocese of Southern Virginia - **St. Augustine's Church**	reg-ediosouthernvirginia-757-staugustinechurch
Episcopal Diocese of Southern Virginia - **St. Barnabas Church**	reg-ediosouthernvirginia-757-stbarnabaschurch
Episcopal Diocese of Southern Virginia - **St. Bride's Church**	reg-ediosouthernvirginia-757-stbridechurch
Episcopal Diocese of Southern Virginia - **St. Christopher's Church**	reg-ediosouthernvirginia-757-stchristopherchurch
Episcopal Diocese of Southern Virginia - **St. Cyprian's Church**	reg-ediosouthernvirginia-757-stcyprianchurch
Episcopal Diocese of Southern Virginia - **St. David's Church, North Chesterfield**	reg-ediosouthernvirginia-757-stdavidnchesterfield
Episcopal Diocese of Southern Virginia - **St. Francis' Church, VA Beach**	reg-ediosouthernvirginia-757-stfrancisvabeach
Episcopal Diocese of Southern Virginia - **St. George's Church, Newport News**	reg-ediosouthernvirginia-757-stgeorgenewportnews
Episcopal Diocese of Southern Virginia - **St. George's Church, Pungoteague**	reg-ediosouthernvirginia-757-stgeorgepungoteague
Episcopal Diocese of Southern Virginia - **St. James' Church, Accomac**	reg-ediosouthernvirginia-757-stjamesaccomac
Episcopal Diocese of Southern Virginia - **St. James' Church, Cartersville**	reg-ediosouthernvirginia-757-stjamescartersville
Episcopal Diocese of Southern Virginia - **St. James' Church, Portsmouth**	reg-ediosouthernvirginia-757-stjamesportsmouth
Episcopal Diocese of Southern Virginia - **St. James' Church, Warfield**	reg-ediosouthernvirginia-757-stjameswarfield
Episcopal Diocese of Southern Virginia - **St. John’s Church, Suffolk**	reg-ediosouthernvirginia-757-stjohnsuffolk
Episcopal Diocese of Southern Virginia - **St. John's Church, Chase City**	reg-ediosouthernvirginia-757-stjohnchasecity
Episcopal Diocese of Southern Virginia - **St. John's Church, Chester**	reg-ediosouthernvirginia-757-stjohnchester

Organization Name	Registration Code
Episcopal Diocese of Southern Virginia - **St. John's Church, Halifax**	reg-ediosouthernvirginia-757-stjohnhalifax
Episcopal Diocese of Southern Virginia - **St. John's Church, Hampton**	reg-ediosouthernvirginia-757-stjohnhampton
Episcopal Diocese of Southern Virginia - **St. John's Church, Hopewell**	reg-ediosouthernvirginia-757-stjohnhopewell
Episcopal Diocese of Southern Virginia - **St. John's Church, Mt. Airy**	reg-ediosouthernvirginia-757-stjohnmtairy
Episcopal Diocese of Southern Virginia - **St. John's Church, Petersburg**	reg-ediosouthernvirginia-757-stjohnpetersburg
Episcopal Diocese of Southern Virginia - **St. John's Church, Portsmouth**	reg-ediosouthernvirginia-757-stjohnportsmouth
Episcopal Diocese of Southern Virginia - **St. Luke's Church, Blackstone**	reg-ediosouthernvirginia-757-stlukeblackstone
Episcopal Diocese of Southern Virginia - **St. Luke's Church, Courtland**	reg-ediosouthernvirginia-757-stlukecourtland
Episcopal Diocese of Southern Virginia - **St. Luke's Church, Powhatan**	reg-ediosouthernvirginia-757-stlukepowhatan
Episcopal Diocese of Southern Virginia - **St. Mark's Church, Bracey**	reg-ediosouthernvirginia-757-stmarkbracey
Episcopal Diocese of Southern Virginia - **St. Mark's Church, Hampton**	reg-ediosouthernvirginia-757-stmarkhampton
Episcopal Diocese of Southern Virginia - **St. Mark's Church, Suffolk**	reg-ediosouthernvirginia-757-stmarksuffolk
Episcopal Diocese of Southern Virginia - **St. Martin's Church, Williamsburg**	reg-ediosouthernvirginia-757-stmartinwilliamsburg
Episcopal Diocese of Southern Virginia - **St. Matthew's Church**	reg-ediosouthernvirginia-757-stmatthewschurch
Episcopal Diocese of Southern Virginia - **St. Matthias' Church**	reg-ediosouthernvirginia-757-stmatthias
Episcopal Diocese of Southern Virginia - **St. Michael's Church, Bon Air**	reg-ediosouthernvirginia-757-stmichaelbonair
Episcopal Diocese of Southern Virginia - **St. Michael's Church, Colonial Heights**	reg-ediosouthernvirginia-757-stmichaelcolonialheights
Episcopal Diocese of Southern Virginia - **St. Paul's & St. Andrew's Church**	reg-ediosouthernvirginia-757-stpaulstandrew
Episcopal Diocese of Southern Virginia - **St. Paul's Church, Java**	reg-ediosouthernvirginia-757-stpauljava
Episcopal Diocese of Southern Virginia - **St. Paul's Church, Norfolk**	reg-ediosouthernvirginia-757-stpaulnorfolk
Episcopal Diocese of Southern Virginia - **St. Paul's Church, Petersburg**	reg-ediosouthernvirginia-757-stpaulpetersburg
Episcopal Diocese of Southern Virginia - **St. Paul's Church, Suffolk**	reg-ediosouthernvirginia-757-stpaulsuffolk
Episcopal Diocese of Southern Virginia - **St. Paul's Church, Surry**	reg-ediosouthernvirginia-757-stpaulsurry

Organization Name	Registration Code
Episcopal Diocese of Southern Virginia - **St. Paul's Memorial Chapel**	reg-ediosouthernvirginia-757-stpaulmemorial
Episcopal Diocese of Southern Virginia - **St. Peter's Church**	reg-ediosouthernvirginia-757-stpeterschurch
Episcopal Diocese of Southern Virginia - **St. Simon's by the Sea, VA Beach**	reg-ediosouthernvirginia-757-stsimonbythesea
Episcopal Diocese of Southern Virginia - **St. Stephen's Church, Newport News**	reg-ediosouthernvirginia-757-ststephennewportnews
Episcopal Diocese of Southern Virginia - **St. Stephen's Church, Norfolk**	reg-ediosouthernvirginia-757-ststephennorfolk
Episcopal Diocese of Southern Virginia - **St. Stephen's Church, Petersburg**	reg-ediosouthernvirginia-757-ststephenpetersburg
Episcopal Diocese of Southern Virginia - **St. Thomas' Church, Chesapeake**	reg-ediosouthernvirginia-757-stthomaschesapeake
Episcopal Diocese of Southern Virginia - **St. Thomas' Church, Freeman**	reg-ediosouthernvirginia-757-stthomasfreeman
Episcopal Diocese of Southern Virginia - **St. Timothy's Church**	reg-ediosouthernvirginia-757-sttimothy
Episcopal Diocese of Southern Virginia - **Trinity Church, Gretna**	reg-ediosouthernvirginia-757-trinitygretna
Episcopal Diocese of Southern Virginia - **Trinity Church, Portsmouth**	reg-ediosouthernvirginia-757-trinityportsmouth
Episcopal Diocese of Southern Virginia - **Trinity Church, South Boston**	reg-ediosouthernvirginia-757-trinitysouthboston
Episcopal Diocese of Southern Virginia - **Trinity Church, South Hill**	reg-ediosouthernvirginia-757-trinitychurchsouthhill