

2021 Trainer Agreement Information

Dear Trainer,

Thank you for being a leader in EDOT's commitment to establish and nurture a culture of health, safety, and mutual care in our congregations, schools, and other organizations. Your dedication to preparing members of your community for ministry and service is invaluable and deeply appreciated.

In 2020, because of significant changes in the Safeguarding policies, as well as new training materials and a need for training on virtual platforms due to Covid-19, we began requiring **Trainers to "recertify" by participating in a Trainer Refresher for SGC and/or SGP, depending on what program(s) they intended to train.** If you did not take the Trainer Refresher last year and intend to train, please indicated on the attached Trainer agreement that you agree to take the 2.5 hours Trainer Refresher, which is offered virtually through Zoom by Katherine Muhlenbruch. If you took the Trainer Refresher last year, there is no need to take it again.

You can find a [schedule of Trainer Refreshers](#) for SGC and SGP online. To register, email Katherine at kmuhlenbruch@epicenter.org. If none of the dates and times work for you, please email Katherine. The Trainer Refresher will highlight policy changes, acquaint you with the new PowerPoint training materials that replace the Church Pension Fund DVDs, and give tips on training on the Zoom platform.

Attached is the 2021 Trainer Agreement to be completed and signed by you and by the head of your organization. If you are the Trainer for more than one EDOT organization, please remember that you must obtain a signature from the head of each organization. In lieu of having the head of organization's signature on the agreement, it is acceptable for the head of organization to attach the agreement to an email to us that signifies the head's approval.

We look forward to moving forward with you as a Trainer in 2021. Once we have received your signed Trainer Agreement, and you have completed the Trainer Refresher (if you haven't already), we will enter you into the system as a Trainer and be able to approve your trainings on our calendar. As always, we are available by phone, email, Zoom, and (as safety permits) in person to answer your questions and facilitate your work.

Please note that the Trainer Agreement gives you the choice to agree to train either virtually or in person or both. We want you to feel confident and comfortable in your role as Trainer. If for whatever reason you choose at this time not to continue as a Trainer, please email mbrickley@epicenter.org to let us know.

With deep gratitude for your ministry,

The Rev. Canon Lisa S. Hines

Canon for Wellness and Care/
Safeguarding Minister

Please complete and return the agreement to the Safeguarding Office.

Email: mbrickley@epicenter.org Or Fax: 866.898.8976



2021 Trainer Agreement

Trainer's Name _____

Program(s): check one or both _____ SG-Children Trainer _____ SG-People Trainer

List the organization(s) for which you are the designated trainer:

Congregation: _____ City _____

School: _____ City _____

Other: _____ City _____

Please indicate your agreement to the following by initialing:

_____ I attended a Trainer Refresher in 2020 for ___ SGC ___ SGP.

_____ I will attend a Trainer Refresher for each program checked above.

_____ I understand that I cannot schedule trainings until I have completed the required Trainer Refresher(s).

Please initial whichever choice applies:

_____ I agree to hold both virtual and in-person trainings as requested by the organization(s) listed above.

_____ I only agree to hold only virtual trainings as requested by the organization(s) listed above.

_____ I only agree to hold in-person trainings as requested by the organization(s) listed above.

By initialing each of the following, you further agree as a Trainer to:

_____ Review the Trainer Instructions for SRS found on the website.

_____ Log in to SRS (<http://www.epicenter.org/safeguarding-records-system-srs/>) to keep my profile information current, including my preferred and current address, phone number(s) and email address.

_____ Enter my trainings into SRS, use SRS sign-out sheet for signatures at training, and upload or return the completed sign-out to the Safeguarding Office days within 3 business days of the training.

_____ Prepare and provide all materials and supplies needed for training.

_____ Maintain certification in whichever program(s) you train.

_____ Maintain trainer proficiency by reading all communications from Safeguarding Office and consulting the Trainers Corner at <http://www.epicenter.org/safeguarding-trainers-corner/>.

_____ Notify the Safeguarding Office when I retire from the role of Trainer.

Sign and date below:

Trainer		Date	
Head of Congregation, School, Organization		Date	
Head of Congregation, School, Organization		Date	
Head of Congregation, School, Organization		Date	

Please send completed form to Marty Brickley via Fax: 866-898-8976 or by email: mbrickley@epicenter.org