



GREEK ORTHODOX METROPOLIS OF DETROIT

New Ministry Year Parish Checklist

Dear Reverend Fathers and Parish Youth Safety Administrators:

It is time to make sure your parish youth workers are up-to-date and confirmed in the Praesidium system prior to the beginning of the new ministry year. To be clear, according to the Youth Safety Policies, youth safety training is to be renewed every year and background checks (Standard Package plus MVR) every two years. Here is a checklist for all Clergy and Parish Youth Safety Administrators to ensure compliance for the new year.

REAFFIRM PARISH YOUTH SAFETY ADMINISTRATOR WITH METROPOLIS

- Confirm full legal name, email address, and phone number of the Parish Youth Safety Administrator by no later than August 16th of each year.

GATHER/CONFIRM YOUTH WORKER LIST FOR UPCOMING YEAR

- Clergy and Parish Youth Safety Administrators should work together to gather/confirm full legal names, email addresses, and phone numbers of your parish youth workers for the next ecclesiastical year. The list would include, but is not limited to, the following:
 - Clergy (priests and deacons, active or retired)
 - Pastoral Assistants and Parish Youth Directors
 - Sunday School Directors and Teachers
 - Youth Group Leaders (HOPE, JOY, GOYA)
 - Greek School Director and Teachers
 - Greek Dance Directors and Teachers
 - Sports Ministry (Tournament Chairs/Volunteers, Coaches, and Chaperones)
 - Acolyte Leaders

ENTER/CONFIRM ACCOUNTS OF PARISH YOUTH WORKERS IN PRAESIDIUM

- Once the Parish Youth Worker list is confirmed, the Parish Youth Safety Administrator should do the following:
 - **RETURNING** Youth Workers: Ensure that the returning youth workers are classified in the system as "active." Also, check to see the dates for their background check and training have not expired.
 - **NEW** Youth Workers: Submit their names to Praesidium like last year (via the spreadsheet which is available on www.detroit.goarch.org/youthsafety) or contact Praesidium (support@praesidiuminc.com) for more guidance.

EDUCATE PARISH YOUTH WORKERS REGARDING THE PROCESS

- **RETURNING** Youth Workers: Remind them about the email they will receive regarding their background check (if necessary). Returning Youth Workers should have retained their Armatus login details. Be prepared to send them their login credentials if they have misplaced them.
- **NEW** Youth Workers: They will receive two emails – one from Armatus with their training instructions and one from Praesidium with their background check link which expires two (2) weeks after it is issued.
- **ENSURE THAT ALL YOUTH WORKERS** have the contact information for the Parish Youth Safety Administrator in case of questions or issues.

Please contact youth@detroit.goarch.org or 248-823-2411 with any questions.

Metropolis Youth Safety Page: www.detroit.goarch.org/youthsafety

Praesidium Armatus User Login Page: www.praesidiuminc.com/login