

Mailing

#348

Title of the mailing *Safe Church Administrator's Training

Body text of the mailing *

Dear Clergy, Parish Administrators, and Program Coordinators,

The diocesan Safe Church Training program is now fully online. In order for your parish to participate, a Safe Church Training Administrator needs to be designated for your parish to authorize access to the program and track your parish's data.

The next training sessions for Administrators will be held on 9/9 and 9/27. This will be done as a telephone conference call and takes less than an hour.

This training will be for Administrators only and is not Safe Church Training for staff or volunteers. Once a designated Administrator has taken the training, anyone in your parish can take the Safe Church Training in the convenience of their own home at their own pace. Administrators will be able to track progress and completion of the program for individuals who participate. Administration of this program is simple, straightforward, and does not require previous data base experience.

Please forward this message to the person who will serve as the designated Administrator for your Safe Church program and see the details below regarding how to log in to the next Administrator's training.

Safeguarding Online Administrator's Training

September 9, 2010 Noon Eastern - 1pm Eastern

1. To join the Web portion of the meeting please go to

<https://www2.gotomeeting.com/join/616506291> and register for the meeting. Please register for the meeting approximately 5- 10 minutes before the meeting start time in case you encounter technical issues.

2. Next, use your microphone and speakers (VoIP; a headset is recommended) or, call in to the audio portion of the meeting using your telephone.

Dial 312-878-0203

Access Code: 616-506-291

Audio PIN: Shown after joining the meeting

September 27, 2010 4pm Eastern - 5pm Eastern

1. To join the Web portion of the meeting please go to

<https://www2.gotomeeting.com/join/703212603> and register for the meeting. Please register for the meeting approximately 5- 10 minutes before the meeting start time in case you encounter technical issues.

2. Next, use your microphone and speakers (VoIP; a headset is recommended) or, call in to the audio portion of the meeting using your telephone.

Dial 213-286-1200

Access Code: 703-212-603

Audio PIN: Shown after joining the meeting

If you have any questions, please don't hesitate to contact me directly.

Faithfully,

Henry

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- Yes, post this mailing as a news article
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Your title * Communications and Administrative Assistant

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