

# Mailing

#544

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**Title of the mailing \*** Safe Church Administrator's Training

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**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 9/14 at 11:00 a.m. This will be done as a telephone conference call and takes less than an hour.

This training will be for Safe Church Program 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 parish's Safe Church program and see the details below regarding how to log in to the next Administrator's training.

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Safeguarding Online Administrator's Training

Join us for a "Webinar" on September 14

Space is limited.

Reserve your Webinar seat now at:

<https://www3.gotomeeting.com/register/578993446>

Administer training for Diocese of Pennsylvania

Title: Safeguarding Online – Diocese of Pennsylvania

Date: Wednesday, September 14, 2011

Time: 11:00 AM – 12:00 PM EDT

After registering you will receive a confirmation email containing information about joining the Webinar.

System Requirements

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.5 or newer

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

Faithfully,  
Henry

Henry Carnes  
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- Clergy
- Lay Leaders
- Congregations

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**Enter additional groups or instructions**

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- Yes, post this mailing as a news article
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**Name \*** J.D. Lafrance

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**Your title \*** Communications and Administrative Assistant

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