



DIOCESE of TYLER

CERTIFIED TRAINER RESPONSIBILITIES

As of June 19, 2019

1. When a parish has a sufficient number of persons who are prepared for the in-person component of the Foundational Training, the Pastor and Parish Armatus Administrator (safe environment coordinator) will contact a Certified Trainer directly to setup an in-person Foundational Training session. The parish should generally work with the trainers closest to them.

Note: Only Church personnel (employees and volunteers) who have been registered in the Armatus program by the Parish Armatus Administrator and have completed the background check and on-line training component are eligible to attend the in-person component.

2. Once the time, date, and location are confirmed, the Pastor and Parish Armatus Administrator should notify Maria Flores at the Chancery of the information so that it can be added to the diocesan calendar. The Pastor and Parish Armatus Administrator should also notify the dean and surrounding parishes so that the training opportunity can be used by other communities.
3. The Certified Trainer will need to confirm that parish has the right equipment on which to view the DVD. The Certified Trainer should also arrive early to check and test that everything is working properly.
4. On-site registration is the responsibility of the Pastor and Parish Armatus Administrator. Each person who attends is required to:
 - a. Sign the registration sheet.
 - b. Read and commit to (sign) the Code of Conduct.
 - c. Remain for the entire session.
5. The Certified Trainer will conduct the session by showing the CASE video from Praesidium and leading the associated discussion as outlined in the trainer manual.
6. At the end of the session, the Certified Trainer should **collect the registration sheets and signed Codes of Conduct from all participants**. These are to be sent to Maria Flores at the Chancery within 72 hours of the session. We cannot give credit to attendance without all of these items.
7. The parish will provide the Certified Trainer with a \$50/stipend per session, plus round-trip mileage when traveling outside the city of residence.

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