



# Safe Church Training

## Request for Consideration as a Safe Church Training Location

### Location

Name of Parish \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Primary Contact \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_ Name of Deanery \_\_\_\_\_

The training events are held on Saturdays from 8:30-3:00 and we ask that the training space be available at 8:00AM

**Available Dates** 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Do you have a comfortable, well lighted room with space for up to 40 participants seated at tables? **Yes** \_\_\_ **No** \_\_\_

Do you have space and contacts for child care? **Yes** \_\_\_ **No** \_\_\_

Is this space handicap accessible? **Yes** \_\_\_ **No** \_\_\_

(The minimum number of participants for a Safe Church Training is 12 and although the training will be open to the public this is an opportunity to for the hosting parish to include as many of their own community as possible).

**How many individuals from your parish do you realistically expect will attend training at your location?** \_\_\_\_\_

**We require a Site Coordinator/Liaison from the parish who will be in charge on the day of the training**

Name \_\_\_\_\_

Primary Contact Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

I have read the site requirements document and we agree to provide the space and other site requirements listed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Mail the completed form to:

Safe Church c/o Richard Vanderlippe, 225 Littleton Road 30420, Chelmsford, MA 01824



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## Site requirements for a Safe Church Training

- ✓ Accessible parking for up to 40 visitors
- ✓ A comfortable, well lighted, training space for up to 40 people seated at tables
- ✓ A nearby separate, quiet room to counsel any parishioners who are disturbed by the material
- ✓ A large screen TV and a VCR
- ✓ Two chairs and a table for the trainers
- ✓ One small table and chair, near the entrance for registration check-in and distribution of course materials
- ✓ Two flip charts, easels and multi-colored markers
- ✓ The training space needs to be set up and open by 8:00 a.m. on the morning of the training
- ✓ Coffee, tea, juice, bottled water and simple food for those who arrive early and for the morning break should be provided. Participants are instructed to bring bag lunches for lunch. A place to store them should be provided.
- ✓ A site coordinator/registrar to check people off in the morning, add names of walk-ins and collect checks when necessary (this person should remain available during the training to answer questions and provide support to the trainers if required)

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