

PRAESIDIUM



Greek Orthodox Archdiocese of America Guide for Parishes to Access Armatus® For Online Abuse Prevention Training and Screening

Greek Orthodox Archdiocese of America (GOARCH) and Praesidium are pleased to provide each Metropolis and Parish with online abuse prevention training courses and background check packages within Praesidium's Armatus® Learn to Protect System.

Praesidium's Armatus® online system is accessible anytime, from anywhere, no need to worry about dates, times or locations, reaching new or temporary individuals, or scheduling trainers. Through Armatus, Parishes will have access to complete abuse prevention training courses and background checks to help meet the criteria for GOARCH Youth Safety Compliance.

The training and background screening automated workflow in Armatus gives organizations the ability to manage background screening and training within one system. Organizations with this function are able to assign the required training curriculum and select a background screening package for each user.

Your Parish Administrator(s) will have the capability to add and deactivate users, as well as view training and screening statuses. Your Metropolis Adjudicator will have the same capabilities as an Administrator, plus the ability to view/manage flagged background check results for your Parish. Adjudicators will have access to a separate screening system which holds any confidential information and the details of screening results. *There will only be Adjudicators at the Metropolis-level, so they will have access to view and manage background check results for your Parish users.* Please note that the individual Parish background checks will be billed to the Parish.

To Get Started with Training and Screening within Armatus, follow these steps:

A. Activate Your Parish Armatus Account and Parish Administrator Access

Step 1: Complete the attached **Parish Armatus® Request Form** including the **Parish Service Agreement**.

Step 2: Send the completed request form with the signed Service Agreement to Praesidium at support@praesidiuminc.com.

Step 3: Once Praesidium receives the form, Praesidium will activate your Parish account within 7 – 10 business days.

Step 4: Your Parish Armatus Administrator(s) will receive an email confirming your Parish has access to Armatus and instructions on how to add your staff and volunteers.

B. Parish Staff and Volunteers Access

Once your Parish is setup in Armatus, Praesidium will provide instructions to your Parish Administrator(s) on how to utilize the system including how to add your staff and volunteers.

Praesidium is available at (800) 743.6354 or support@praesidiuminc.com to answer any technical questions.

Armatus® Course Descriptions

REQUIRED COURSES

Youth Safety

(Greek Orthodox Archdiocese of America)

This course teaches Youth Workers how to protect the Children and Youth in your care from Abuse.

Participants will learn:

In Part 1:

- *how abuse happens in a church setting*
- *how offenders operate*
- *the impact of sexual abuse*

In Part 2:

- *explains what you can do to keep Children and Youth safe*
- *how to maintain appropriate boundaries*
- *how to report abuse*

Youth Worker Regulations

(Greek Orthodox Archdiocese of America)

This course will introduce you to GOAA Policies for the Safety of Youth and Children, which guide our youth work at all levels across the entire Archdiocese, and must be followed in order for our youth programs to continue to operate.

Participants will learn:

- *how to get and keep youth worker status*
- *requirements for youth workers*
- *how to report abuse and inappropriate behavior*

Currently, GOARCH Parishes only have access to the two courses mentioned above.

PRAESIDIUM

Armatus® Screening Packages

	Available Screening Packages in Armatus			
	Policy Minimum Package	Policy Minimum plus MVR Package	Policy Comprehensive Package	Policy Comprehensive plus MVR Package
Screening Name (check mark indicates type of screening included in a package)	Starting at: \$17.00	Starting at: \$22.00	Starting at: \$33.00	Starting at: \$38.00
Confidence Multi State Criminal & Sex Offender Database w/Alias*	✓	✓	✓	✓
7 Yr County Criminal Records Search: up to 5 Counties			✓	✓
7 Yr County Criminal Records Search: Current County of Residence	✓	✓		
Motor Vehicle Records Search		✓		✓
3rd party record keeper fees may apply and will be passed on at cost when incurred *Criminal records found in the Multi State Database check are subject to verification at the source and additional costs may apply **An in-country acquisition fee will apply to all international criminal record				

Currently, GOARCH Parishes only have access to the four screening packages mentioned above.

PRAESIDIUM



Greek Orthodox Archdiocese of America Parish Armatus® Request Form for Training and Screening

Email completed form and signed Service Agreement to Praesidium at support@praesidiuminc.com.

Parish Organization Information

Metropolis Name:

Parish Corporate Code:

Legal Business/Organization Name:

Doing Business As (DBA) (if applicable):

Business Address (Street):

Business City, State, Zip:

Main Phone Number:

Business Website (if applicable):

Tax Identification Number (EIN):

Parish Billing Information

Billing Contact – Name (First Last):

Billing Contact – Phone Number:

Billing Contact – Email Address:

Please select your preferred payment method in the drop down box. You can only choose one option –
by Parish office OR by your staff and volunteers:

Previous Praesidium Screening Account

If your Parish has staff and volunteers that completed the required training AND screening since January 1, 2019, those individuals may be eligible to have their account records moved over to your new Parish Armatus account through this agreement. Once you turn in your form and service agreement, Praesidium will connect with you about your options.

Note: Records prior to January 1, 2019 will not be moved over to your new Armatus account.

Praesidium will use Consumer Information only for the purpose it was collected. Praesidium will not resell, reuse, or otherwise disseminate Consumer information. Praesidium's Privacy Policy can be found in its website at <https://website.praesidiuminc.com/praesidium-privacy-policy/>.

PRAESIDIUM

Parish Armatus Administrator 1

Parish Admin 1 - Name (First Last):

Parish Admin 1 - Phone Number:

Parish Admin 1 - Email Address:

Parish Admin 1 - Screening Package:

Package options are Policy Minimum, Policy Minimum plus MVR, Policy Comprehensive, or Policy Comprehensive plus MVR.

Parish Armatus Administrator 2

Parish Admin 2 - Name (First Last):

Parish Admin 2 - Phone Number:

Parish Admin 2 - Email Address:

Parish Admin 2 - Screening Package:

Package options are Policy Minimum, Policy Minimum plus MVR, Policy Comprehensive, or Policy Comprehensive plus MVR.

*Note: Parish Administrators will select screening packages for staff and volunteers that are non-Administrators.
Also, only Metropolis Adjudicators have the capability to manage background screening records for Parishes.*

PRAESIDIUM

PARISH BACKGROUND SCREENING TERMS

These Background Screening Terms are made and entered into by and between Lundberg Enterprises, LLC, dba Praesidium, 2225 East Randol Mill Road, Suite 630, Arlington, Texas, 76011 ("Praesidium"), and _____[Name] _____[Address] (the "Parish").

General Background

The Parish is subject to the Greek Orthodox Church's "Policies for the Safety of Children and Youth" ("Policies"), a set of rules and suggested best practices designed to ensure that minors, including 18 year olds still in High School, within the Greek Orthodox Church are appropriately protected. Consistent with these Policies, the Parish will be initiating background checks for covered employees, applicants, and/or volunteers, known as "Youth Worker Applicants", through Praesidium, a consumer reporting agency, to determine whether such individuals meet the criteria for the Policies. Individuals that do not satisfy the criteria shall not serve in positions that deal primarily with Children and/or Youth as defined under the Policies.

The Parish understands that background screening reports prepared by Praesidium ("Reports") will be returned exclusively to the Greek Orthodox Archdiocese of America ("GOARCH") and/or a Greek Orthodox District/Metropolis for purposes of determining whether the criteria for the Policies are met. However, the Parish also understands that it may receive information from GOARCH or its District/Metropolis that reflects upon, bears upon, or sheds light upon the Reports provided by Praesidium.

Accordingly, Praesidium is obligated to request that the Parish certify legal compliance as to such Reports. Praesidium also wishes to confirm with the Parish the invoicing and payment protocols associated with the Background Screening checks that it initiates. This document is intended to serve that purpose.

Terms

1. **Certification of Permissible Purpose For Reports.** The Parish certifies that it shall initiate the background screening process and access Reports prepared by Praesidium **solely for "employment purposes,"** as defined by the Fair Credit Reporting Act ("FCRA"). According to the Federal Trade Commission, checks for "employment purposes" may include not only those executed on **traditional employees**, but also those conducted on **volunteers**.
2. **Accurate Entry Of Information.** The Parish shall ensure that the information it enters on an individual to begin the background check process is accurate and pertains to the individual in question.
3. **Legal Compliance.** The Parish understands that end-users of background screening reports for "employment purposes" are required by law to make certain legal

certifications to the consumer reporting agency that is preparing the report. Accordingly, the Parish makes the following certifications as to legal compliance:

- A. Disclosures and Written Consent.** The Parish certifies that, before seeking to procure a Report, the subject of the Report (“the Consumer”) shall have received all legally required disclosures, including the “employment purposes” disclosure identified in Section 604(b)(2) of the Fair Credit Reporting Act. The Consumer also known as a “Youth Worker Applicant” shall also have authorized in writing the Parish, District/Metropolis of the Parish, and GOARCH to receive the Report.
- B. EEO Law and Regulation Compliance.** The Parish certifies that it shall not use information contained in a Report prepared by Praesidium in violation of any applicable federal or state equal employment opportunity law or regulation.
- C. Adverse Action Procedures.** The Parish certifies that it will comply with any and all applicable pre- and post-adverse action requirements if it intends to make a decision based in part or whole on a Report, including but not limited to those under Section 604(b)(3) of the Fair Credit Reporting Act.
- D. General Legal Compliance.** The Parish certifies that it shall comply with all laws applicable to its ordering and/or use of Reports.

- 4. Fees and Invoices.** Unless other arraignments are made by the Parish, and communicated to Praesidium in writing, the Parish shall be responsible for paying all costs and fees for any background screening check that it initiates, consistent with Praesidium’s then-applicable prices. The Parish shall be responsible for all charges incurred, including applicable courts access costs, as well as charges resulting from the Parish’s errors in inputting data, duplicate requests, and errors in transmission. Praesidium may update applicable court access fees without prior notice. Praesidium may increase its fees for background screening service at any time upon 30 days written notice. The Parish will be billed monthly. **Invoices are considered past due after thirty (30) days from date of invoice.** Unpaid balances thereafter are subject to a monthly interest charge of up to 1.5% per month from the date of the invoice until the obligation is paid in full, as allowed by law. The Parish shall review all invoices furnished and shall notify Praesidium of any discrepancies within thirty (30) days of receipt of the invoice. Absent an appropriate notice within thirty (30) days, the invoice will be deemed approved and accepted by the Parish. If it becomes necessary for Praesidium to pursue any collection of any amount due from the Parish under this Agreement, in addition to the principal amount due and interest, Praesidium shall be entitled to recover its costs of collection including, without limitation, reasonable attorney’s fees, as allowed by law.

Agreement Executed By:

FOR PARISH

Parish's Legal Business Name

Signature of Authorized Agent (Parish Council President or Parish Priest)

Printed Name of Authorized Agent (Parish Council President or Parish Priest)

Title

Date

Address: _____

Telephone: _____

E-mail: _____

FOR PRAESIDIUM

Lundberg Enterprises, LLC, dba Praesidium

2225 East Randol Mill Road, Suite 630, Arlington, Texas, 76011

Signature of Authorized Agent

Printed Name of Authorized Agent

Title

Date