DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT

SAFE ENVIRONMENT COORDINATOR
RESPONSIBILITIES

Each Local (parish/school/organization) Safe Environment Coordinator (SEC), previously referred to as Director of Safe Environment (DSE), is appointed by and accountable to the pastor, the principal, or administrator of their community AND the Diocese of Salt Lake City through the Diocesan Office of Safe Environment.

Once appointed, in writing, via the SEC Appointment Form, the SEC is provided with access as a site administrator to the compliance tracking database platform entitled CMG Connect; therefore, basic computer proficiency is required. As site administrator, the local SEC is expected to monitor SE compliance of all employees (staff), volunteers, youth, catechists, and teachers working with minors or vulnerable adults at your parish/school and ensure minors, ages Pre-K to Grade 12, are **annually** taught the Circle of Grace curriculum.

After initial completion of the adult SE certification curriculum, recertification is required every three (3) years.

Responsibilities for the SEC include the following:

1. Read and understand the Safe Environment Handbook and Program Manual and refer to it frequently to help ensure compliance and understanding through parish/school. https://www.dioslc.org/offices/safe-environment/documents

2. Monitor adherence to the Diocesan Safe Environment Program and periodically review the *Parish/School Audit Questionnaire* & *Audit Checklist for Parishes and Schools* for compliance with the Charter.

3. Navigate the CMG Connect database training platform.

    Access the CMG Connect database training platform at: https://saltlakecity.cmgconnect.org/.

    a. Review and be familiar with the CMG Connect site administrator user's manual (Resources section of CMG Connect).

    b. Regularly review the end-user site list, verifying current certification status and facilitating recertification as needed.

    c. Regularly search the CMG Connect database (search full diocese) for certification status prior to an event for individuals whose primary location is not your parish/school and add those end users to your site's secondary list.

    d. Manage primary user profiles and assist end users with CMG Connect profile account creation and access to existing profile accounts.

4. Navigate and become familiar with the contents available on the Diocesan Safe

Environment website (i.e., resources, policies, documents, and forms).

   a. Direct all individuals needing to become safe environment certified to the training platform at: https://saltlakecity.cmgconnect.org/ or to the diocesan safe environment website at: https://www.dioslc.org/offices/office-of-safe-environment.

5. Inform all volunteers, employees (staff), teachers and youth minors* (ages 11 to 17) that safe environment compliance is required to volunteer or work in a ministry or position that involves direct contact with minors or vulnerable adults per Diocesan Safe Environment Policies & Procedures. Recertification is required every three (3) years. Youth Minors recertification is required annually.

6. Communicate with the Diocesan Office of Safe Environment if compliance is not being met.
   a. Do not allow individuals to work with minors or vulnerable adults if they are not Safe Environment Certified.

7. Work with the Director of Religious Education (DRE), Pastor, Principal or Theology Teacher/Dept. Head to ensure all minors, ages Pre-K through Grade 12, are annually taught the diocesan-approved children's safe environment curriculum entitled Circle of Grace.

8. Coordinate with that DRE, Pastor, Principal or Theology Teacher/Dept. Head to track the number of children trained, entering the data in the CMG Connect database training platform no later than May 31st of each year for annual auditing purposes and reporting same to the Diocesan Office of Safe Environment.

   *Youth Minors (<18) are not required to complete a background check.