



**DIOCESE OF SALT LAKE CITY  
OFFICE OF SAFE ENVIRONMENT**

**SAFE ENVIRONMENT COORDINATOR  
RESPONSIBILITIES**

Each Safe Environment Coordinator (SEC), formerly known as Local Director of Safe Environment 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.

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 and teachers (licensed/non-licensed) working with minors or vulnerable adults and assure minors, ages Pre-K to Grade 12, are annually taught the Circle of Grace curriculum.

Responsibilities for the Safe Environment Coordinator include the following:

1. Monitor adherence to the Diocesan Safe Environment Program and periodically review the Parish/School Audit Questionnaire & Checklist for compliance with the Charter.
  2. Navigate and become familiar with the contents available on the Diocesan Safe Environment website (i.e., resources, policies, documents and forms). Direct all individuals interested in becoming safe environment certified to the website at: <https://www.dioslc.org/offices/office-of-safe-environment>.
  3. Navigate the CMG Connect database training platform:
    - Review the CMG Connect site administrator user's manual.
    - Access the CMG Connect database training platform at: <https://saltlakecity.cmgconnect.org/>.
    - Review the end-user site list, verifying current certification status and facilitating recertification as needed.
    - Regularly search the database (search within 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.
    - Manage primary user profiles and assist end users with CMG Connect profile account creation and access to existing profile accounts.
  4. Inform all volunteers, employees (staff), teachers (licensed\*/non-licensed) 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. Recertification is required every three (3) years. Youth Minors recertification is required annually.
  5. Communicate with the Diocesan Office of Safe Environment if compliance is not being met.
  6. Work with the Director of Religious Education (DRE) or Theology Teacher 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.
  7. Coordinate with the DRE to track the number of children trained, entering the same 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.
- \* Schoolteachers (Licensed) background checks are completed through the state of Utah and are not included as part of the Adult Certification Training Curriculum. Youth Minors (<18) are not required to complete a background check.