



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

**DIRECTOR OF RELIGIOUS EDUCATION
RESPONSIBILITIES**

Each Director of Safe Environment (DRE) or Theology Teacher is appointed by and accountable to the pastor or principal (respectively) AND the Diocese of Salt Lake City through the Diocesan Office of Safe Environment.

The DRE 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 DRE is expected to monitor SE compliance of all Catechists and Youth Minors (referred to as Leaders) working with minors to assure minors, ages Pre-K to Grade 12, are annually taught the Circle of Grace curriculum.

Responsibilities for the DRE include the following:

1. Monitor adherence to the Diocesan Safe Environment Program.
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 Leaders 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/>.
 - Collaborate with the Safe Environment Coordinator (SEC) to ensure compliance of all Leaders verifying current certification status and facilitating recertification of Leaders as needed.
 - Access the Circle of Grace curriculum through the Resources icon within CMG Connect.
4. The Circle of Grace curriculum is licensed through the Archdiocese of Omaha; therefore are not to be published on parish or school websites.
5. The Circle of Grace curriculum is set up as age-appropriate lessons for Pre-K through Grade 12.
 - It is suggested Grades Pre-K, Kindergarten, 1, 2, 3 and 6 lessons be taught no more than two to three weeks between the last two lessons.
 - Grades 9 through 12 offer alternate lessons to be taught as an option ONLY after each grade has been taught the original 9 through 12 grade curriculum.
6. Annually meet with Leaders to review and disseminate Circle of Grace grade-level materials.
7. Prepare Parent Letter Information Packet for distribution.
8. Track the number of children trained, not trained or opted out through the Children's Training Worksheet.
9. Compile training totals from Worksheets by entering the data through the Children's Data icon in CMG Connect or the Children's Training Report form. Annually submit data to the Diocesan Office of Safe Environment by May 31st.