



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

**DIRECTOR OF RELIGIOUS EDUCATION
RESPONSIBILITIES**

Each Director of Religious Education (DRE/DFE) or Catholic School Theology Department Head (referred to as DRE) 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 Safe Environment compliance of all Catechists and Youth Minors (referred to as Leaders) working with minors and to collaborate with the parish/school SEC to ensure accountability.

The DRE is **required** to assure all minors, ages Pre-K to Grade 12, are taught the Circle of Grace curriculum **annually**, and to track the number of children trained and report that to the Office of Safe Environment for the annual USCCB Audit.

Responsibilities for the DRE include the following:

1. Monitor and ensure adherence to the Diocesan Safe Environment Program.
2. Direct all Leaders needing to become safe environment certified to the training platform at: <https://saltlakecity.cmgconnect.org/>
3. Utilize the CMG Connect database:
 - Access the CMG Connect database training platform at: <https://saltlakecity.cmgconnect.org/>.
 - Review the CMG Connect Site Administrator User's Manual and other Resources in CMG Connect to learn how to monitor adherence.
 - Collaborate with the Safe Environment Coordinator (SEC) to ensure compliance of all Leaders verifying current certification status and facilitating recertification of Leaders as needed. **Do not allow Leaders to volunteer with minors or vulnerable adults if they are not Safe Environment Certified.**
 - Access the Circle of Grace website, COG Partners (curriculum, parent resources, leader guides, etc.) through the Resources section within CMG Connect.
4. The Circle of Grace Requirements:
 - The Circle of Grace curriculum is licensed through the Archdiocese of Omaha; therefore, are not to be published on parish or school websites or shared publicly in any way. The COG Partners website is for DREs and Parish/School Administrators only. The DRE should print or email age-appropriate curriculums to the Catechists for use in their classrooms.
 - Become familiar with the COGpartners.org website and review all Leader Resources.
 - Annually (before the beginning of the school year) meet with Leaders to train, review and disseminate Circle of Grace grade-level materials.
 - The DRE is responsible for training all Leaders in how to teach the Circle of Grace curriculum for each age group. Training videos are available on the COG Partners website to use in the annual Leader Orientation/Training.

- Prepare Parent Letter Information Packet for distribution.
 - Ensure the Leaders track the number of children trained, not trained (absent or opted out) through the Children's Training Worksheet and submit the worksheet to the DRE when the lesson(s) is completed for the year.
 - DREs compile training totals from Worksheets to complete the Children's Training Report form. The Children's Training Report is submitted annually to the Diocesan Office of Safe Environment **no later than May 31st**.
 - Ensure Opt Out Forms are maintained at the parish/school for auditing purposes.
 - The Circle of Grace curriculum is set up as age-appropriate lessons for Pre-K through Grade 12.
 - i. It is suggested to use age-appropriate lessons, however alternate lessons can be used where appropriate.
 - ii. It is also suggested that the Circle of Grace Lesson(s) be taught early in the school year, and no later than February as a best practice, and to continue incorporating Circle of Grace vocabulary into the ongoing faith formation.
5. 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>.