



# Memo

**Date:** July 11, 2022

**To:** Pastors, priests, parish administrators, business managers, parish secretaries, principals, school business managers, school secretaries, Safe Environment coordinators

**From:** Jenni Weldin, director, Safe Environment

**Re:** Safe Environment Coordinator Training/Refresher sessions  
August 2022 – July 2023

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Each Archdiocese of Atlanta location (parish, school and agency) must have at least one employee designated as the Safe Environment Coordinator. The Safe Environment Coordinator is the person responsible for ensuring that all employees regardless of role and all volunteers that work/have contact with children and vulnerable individuals are Safe Environment compliant.

Safe Environment Coordinator Training/Refresher sessions for 2022-2023 have been scheduled for the second Wednesday of each month from 11 a.m. to 12:30 p.m.

These trainings are to ensure that all Safe Environment coordinators are up-to-date on all Safe Environment information. This is an opportunity for new Safe Environment coordinators to be initially trained. This is also an opportunity for current Safe Environment coordinators to get a refresher and/or ask questions.

Please have any new Safe Environment coordinator at your location use the link below to sign up for the date immediately following their appointment as Safe Environment Coordinator. Any current Safe Environment coordinator may use the same link sign up to attend any session if they would like a refresher. Safe Environment coordinators may attend as many sessions as they would like.

Registration link for Safe Environment Coordinator Training/Refresher:  
<https://forms.gle/XNXcuzke5LkCXYVdA>

The GoToMeeting link will be sent the morning of the session to those who have registered.

Please bookmark this memo for your records.