



# Memo

**Date:** June 16, 2025

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

**From:** Jenni Weldin, director of Human Resources and Safe Environment, Office of Human Resources

**Re:** Safe Environment Coordinator Training/Refresher sessions, July 2025 – June 2026

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Archdiocese of Atlanta locations (parish, school and agency) must have at least one employee designated as the safe environment coordinator. This person is responsible for ensuring that all employees regardless of role and all volunteers who work/have contact with children and vulnerable individuals are compliant with all safe environment policies.

Safe environment coordinator training/refresher sessions for 2025-2026 have been scheduled for the second Wednesday of each month from 11 a.m. to 12:30 p.m. All safe environment coordinators should attend at least one training per year regardless of how long they have been in the role.

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 coordinators to be initially trained. It 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 to the position.

Any current safe environment coordinator may use the same link sign up to attend any session.

[Registration link for Safe Environment Coordinator Training/Refresher](#)

The Teams link will be sent the day prior or the morning of the session to those who have registered. Please bookmark this memo for your records.