

Each school and parish in our diocese has a Safe Environment Coordinator, many of whom are volunteers. Because it is sometimes a challenge for Pastors to find a new Safe Environment Coordinator when the position becomes vacant, the Office for Ministerial Conduct has prepared a sample bulletin announcement that can be used to advertise the position. When a new coordinator accepts the position, the parish should contact the Diocesan Compliance Coordinator so that on-site training can be arranged.

### *Safe Environment Coordinator Needed*

Every parish in the Diocese of Manchester has a Safe Environment Coordinator whose job it is to assist the Pastor with administrative duties involving the screening and training of parish personnel who work with children and youth. Our parish is presently in need of a Safe Environment Coordinator. Qualities that we are looking for include: good organizational skills, patience, an outgoing personality, and an interest in making a positive contribution to the children and families of our parish. Some computer skills are also necessary.

This is a volunteer position which typically requires <> hours of time each month, plus occasional evening hours. Training will be provided.

## SAMPLE BULLETIN INSERT