Logo

Description automatically generated

Dear Pastor/Principal/Supervisor:

I am in the process of hosting a Safe Environment Facilitator training, and as part of this I would like to have your recommendation of volunteer and/or staff that you feel would be appropriate to train as a Safe Environment Facilitator. I rely primarily on your recommendations for candidates for this training.

It is extremely important that these individuals be able to present well in front of a large group and to maintain control and direction of such a group. Please also be mindful not to recommend anyone who has a personal agenda who may be looking for an opportunity to have a forum in which to express personal preferences. Please consider these qualifications carefully before making a recommendation. Remember that enthusiasm and willingness alone on the part of the volunteer, unfortunately, are not sufficient qualifications for this type of a role. As always, I continue to seek additional bilingual facilitators. Please bear in mind that the facilitators are assigned to deaneries and not to parishes. If you have a candidate who does not meet these criteria, please contact me to discuss their suitability.

Since my last training session, I have had many individuals informally notify me of their interest in serving as a facilitator. While I am delighted at their interest, please remember that only candidates who have been recommended by their pastors, principals or supervisors, using the form below, will be considered for the upcoming training session. Accordingly, please complete and sign the form and return it to Alex by mail, or email [Alex.Kwan@ArchDen.org](mailto:Alex.Kwan@ArchDen.org).

If you have any questions, please call me at 303-715-2085. Thank you for your continued support of this special ministry; it is very much appreciated.

In Christ,

Alex Kwan

Safe Environment Coordinator, Office of Minor and At-Risk Adult Protection

Pastor/Principal/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parish/School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Candidate’s Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate will be facilitating in:  English 🞏 Spanish □ Both

Candidate’s Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Candidate Completed Safe Environment Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Candidate’s background check was completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Candidate signed acknowledgement page for Code of Conduct:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor/Principal/Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_