



DIOCESE OF PROVIDENCE

ONE CATHEDRAL SQUARE
PROVIDENCE, RHODE ISLAND 02903-3695

401-278-4646
FAX 401-278-4645
www.discovercatholicfaith.org

OFFICE OF FAITH FORMATION

September 10, 2020

**RE: Safe Environment, *Circle of Grace*: Audit Instructions and Report Form
Faith Formation Program Year beginning July 2020 through June 2021
DUE DATE: DECEMBER 1, 2020**

Dear Catechetical Leader:

The Diocese of Providence is required by the United States Conference of Catholic Bishops to collect annually pertinent information for the audit mandated by the Charter for the Protection of Children and Young People. For this audit, we need the number of students in parish Faith Formation for the **2020 - 2021 program year**. Please report summer 2020 programs in this audit form.

The training lessons for children must be completed between July and November. This form needs to be returned no later than **December 1, 2020**. Please complete the form below and return to the Diocese of Providence Office of Faith Formation.

Thank you for your cooperation in this important matter.

Sincerely,

Edward J. Trendowski, Ph.D. (candidate)
Director

Parish _____ City/Town _____

Pastor _____

Catechetical Leader's Signature _____ Date _____

_____ Number of Catechists (teachers) in your parish Faith Formation program

_____ Total number of students enrolled in your parish Faith Formation program

_____ **No. Instructed in Class** - Number of students who received the Circle of Grace lesson in class.

_____ **No. Instructed at Home** - Number of students absent from class or homeschooled and the lesson was sent home.

_____ **No. Opted Out** - Number of children whose parents opted out of having their child present for the Circle of Grace lesson and the lesson was sent home (Parents signed the Opt Out Form).

Return by MAIL or FAX: Office of Faith Formation, One Cathedral Square, Providence, RI 02903 | fax 401.278.4645
Or email a scanned form to: mdonovan@dioceseofprovidence.org

Implementation of *Circle of Grace* Curriculum and Audit Information

Thank you for your dedication in teaching the *Circle of Grace* Curriculum.

There are **four core aspects of this Curriculum** that must be taught each year. As you review the grade topics, you will see these four concepts woven into each topic. They are the following:
Sacredness, Boundaries, Action Plan and Age Appropriate Vocabulary

Lesson Plans Please review the Curriculum for specifics and creative activities which convey each of the above mentioned points.

Implementation Steps:

1. Notify parents of the implementation of this program. This can be accomplished by a letter, parish bulletin, brochure, parent meeting, web page or newsletter. A sample letter can be found in the Curriculum under Administrators/Directors section.
2. Implement Lesson Plan in each grade. Above we highlighted the key concepts that must be presented each year in each grade.
3. Ensure that all your students have been instructed. Have an in-class presentation at the time you and your catechists deem appropriate. **For those who are absent (or home-schooled children) forward a copy of the lesson plan to their place of residence.** All registered children must receive training.
4. Fill out and return the Safe Environment Audit Form. Enclosed is the required audit form that must be returned to the Office of Faith Formation no later than **December 1, 2020**. This is the only form we need for the audit.

Filling out the Audit Form:

1. **No. Instructed in Class:** the number of students in your parish Faith Formation program who were:
 - a. In attendance of the lesson.
2. **No. Not Instructed in Class:** the number of students in your parish Faith Formation program who were:
 - a. Absent and lesson plans were sent home.
 - b. Home schooled and lesson plans were sent home.
3. **No. Opted Out:** Number of children whose parents opted out of having their children present for the Circle of Grace lesson and the lesson was sent home (Parents signed the Opt Out Form).