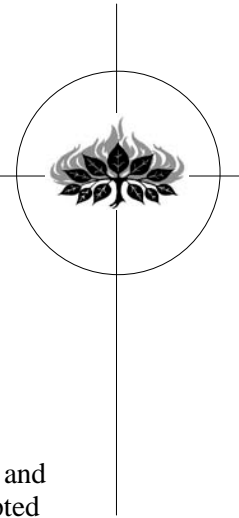


# The Presbyterian Church in Canada L'Église presbytérienne au Canada

---

LIFE AND MISSION AGENCY  
Canadian Ministries



## Annual Reports - Leading with Care November 2014

The Presbyterian Church in Canada is actively committed to training and supporting teachers and leaders so they are equipped for ministry. In 2005 the General Assembly considered and adopted the following motions regarding *Leading with Care* (pp332-369, AP 2005):

### **Recommendation No. 8**

That “Leading with Care: A Policy for Ensuring a Climate of Safety for Children, Youth and Vulnerable Adults in The Presbyterian Church in Canada” as presented above, be adopted.

### **Recommendation No. 9**

That congregations expedite the implementation of the policy within one year (by July 1, 2006) and that presbyteries oversee the implementation for all congregations and ministries within their bounds.

Since the Policy was adopted in 2005, it has been a mandatory requirement for all congregations of The Presbyterian Church in Canada. In addition to contributing to the creation and maintenance of a caring and safe community, the *Leading with Care* policy is a feature that insurance providers often seek when assessing an application.

Attached is a sample *Leading with Care* report that ministries may consider using when they submit the required annual report to presbytery (or supervisory body):

## **Leading with Care Report (for Missions)**

### **Description of Ministry:**

Those served by The Ministry are vulnerable due to their personal histories and situations; they have been exposed to abuse, trauma, and exploitation, malnutrition and addictions. Their vulnerabilities may include physical injuries, addictions, economic status, educational limits, and various mental health concerns. The Ministry offers outreach, one-on-one case management, food and pastoral care to youth and adults involved in financial distress or a high-needs neighbourhood.

### **Implementing the Policy:**

The Ministry's Director and members of the board were present at a workshop on the *Leading with Care* Policy, hosted by the Presbytery. A Covenant of Care has been signed by the Director. Police record checks have been received for all staff and volunteers for which one is required. The staff dedicated two mornings this year to reviewing the Policy. A copy of the Policy has been printed from the website to give to each staff person.

### **Assessment of Risks and Strategies for Minimizing Risks:**

This ministry is unique and the nature of the ministry does involve a number of risks; we recognize these risks and we are developing strategies and best practices for minimizing such risks. This ministry does involve one-on-one case management and pastoral counselling sessions with those being served. The Ministry staff are never alone in the building with the people being served.

The topics discussed in the case management and pastoral counselling sessions can be stressful, as those served have lived through stressful and traumatic events. The case management and pastoral counselling seeks to help persons served cope with these stresses in healthy ways with the hope of healing and wholeness. The persons served do tend to develop close relationships with the case manager/chaplain but appropriate boundaries are stressed. The Ministry is not directly involved in the transportation of persons served. Nobody resides or sleeps in our facilities.

The chaplain/director does not keep the personal property or money of the person served, but in situations where financial and budgeting concerns might apply could refer to various trusteeship programs. The chaplain/director does have access to the personal information of those being served. Information is only released when a consent for disclosure or request has been signed by the persons served or in situations of danger. The ministry position does not include touching persons served.

The activities of this ministry do not heighten the potential for contact with bodily fluids or exposure to disease. The persons served are not exposed to the operation or handling of dangerous equipment. The activity does not seek to expose persons served to toxic substances; it is the case, however, that the neighbourhood in which the office is located is currently undergoing a revitalization process. This involves the demolition of an inner-city housing project.

### **Facilities Check-List**

The Director has reviewed the facilities check-list this year. We confirm the following:

- ✓ Railings are at the right height for children
- ✓ Stairs and steps are safe
- ✓ Bathrooms are easily accessible, and toilets are accessible for children and people with disabilities
- ✓ The exits are clearly marked, exit doors are unlocked from the inside, exits including the basement can be released from the inside
- ✓ The floors, especially around entrances, are resistant to slipping
- ✓ There are windows in the doors throughout the building (with the exception of storage rooms)
- ✓ There are signs posted reminding people to wash their hands
- ✓ There is a well-stocked, easily accessible First Aid Kit in each area of the building
- ✓ Fire extinguishers are in proper locations
- ✓ Fire and Emergency Escape Maps are located throughout the building and the various exits on each floor
- ✓ Fire and Emergency escapes are practiced regularly, and Salvation Army staff keep records of this
- ✓ The building is equipped with Flash Detectors and Sprinkler System
- ✓ The office has a locked metal cabinet where files are kept
- ✓ There is adequate lighting at night

We further report that our facility does not have a nursery and does not offer any specialized programs for toddlers; the questions referring to the nursery do not apply in our case. The staff participated in a fire drill this year.