

Equipping for ...

A Focus on *Leading with Care*

The Presbyterian Church in Canada is actively committed to training and supporting teachers and leaders so they are equipped for their ministry tasks. *Leading with Care* concentrates on this commitment in its second phase of implementation. As part of the required annual reporting to presbytery (or supervisory body), congregations (ministries) may wish to use the checklist at the end of this report to help form their submission.

As summer draws to a close and the routine of fall schedules loom, we begin to prepare for the annual start-up of Christian Education programs. In the first phase of *Leading with Care*, ministries prepare to implement the policy (details can be found in Section 3.1-3.7 [pp 18-26]). This phase includes:

- reading the policy;
- establishing a *Leading with Care* committee;
- creating ministry (job) descriptions;
- conducting a risk evaluation;
- completing Covenant of Care forms;
- examining safety and prevention areas.

The second phase of implementing *Leading with Care* focuses on working with teachers and leaders and includes the following:

The *Leading with Care* committee, or another designated group, will actively and intentionally recruit new leaders/teachers and do a group interview process with the former, experienced teachers. (New recruits provide at least two references.)

- This serves to help the ministry decide if the applicant is a good fit, and to help the applicant determine if the timing is right for him/her to assume a ministry position (See 4.7 for suggestions for the interviewing process).
- Consider holding a group interview that has the feel of a supportive coffee hour for experienced teachers. Questions found in section 4.7 could be the basis of this gathering.

Teachers will be provided with an orientation. At the orientation, teachers/leaders are asked to fill in a teacher/leader form (4.11, p. 53) and sign a Covenant of Care form.

- This is an essential time that gives people general information that will help prepare them for the ministry they have been called to. This time should include information about safety practices. A list of what would normally be covered in an orientation session can be found in section 4.8.



Police Records Checks (or equivalent) are obtained for teachers/leaders in high-risk ministries.

- Police Records Checks (PRC) have become a standard and accepted part of institutional and organizational procedures for those working with children, youth and vulnerable people in schools, hospitals, communities and religious groups.
- PRCs do have limitations, but they are only part of a larger screening process.
- PRCs should be obtained:
 - o at the time of a new call;
 - o at the time of a change of position;
 - o when the ministry (job) position changes;
 - o every five years.

Teacher/leader training can be provided by a teacher in the congregation, by the session, by the presbytery or a Regional Staff.

- The training should include three elements: understanding the Presbyterian/Reformed tradition, some biblical knowledge and some teaching/leading skills.
- Knowing the content of the program contributes to safety and good management.
- A list of resources for teacher/leader training can be found in section 4.10.

- Consider using *Opening Doors to Discipleship* - a series of four free online courses in the Presbyterian/Reformed tradition to help teachers and leaders equip themselves to be faithful teachers and leaders. Visit www.openingdoorstodiscipleship.com and use the login number 42596.

Ongoing supervision and support of teachers and leaders is provided by the session, the Leading with Care committee, and/or the Sunday School superintendent.

- Invite people to pray for the *Leading with Care* committee, teachers, leaders and community groups who regularly use the facilities.
- After orientation and training, supervision/support and evaluation should be provided. This provides:
 - a standard level of practice;
 - an opportunity for new teachers/leaders to reflect on what they have learned so they can improve their ministry;
 - protection for all participants from unsafe practices;
 - protection for teachers/leaders against false allegations of wrongdoing.

Checklist for Second Phase

Task	Date	Who is responsible
3.8 Have new leaders/teachers been recruited in a satisfactory way? Have experienced teachers/leaders been involved in a group interview?		
3.9 Have all teachers/leaders (new and experienced) been part of an orientation session? Have all teachers/leaders signed a Covenant of Care form?		
3.10 Has every teacher/leader in high-risk ministry obtained a Police Records Check?		
3.11 Has every teacher/leader participated in some form of leadership training?		

Leading with Care Checklist for Presbytery Clerks

Task	Date Done/ Action taken
1. Establish a <i>Leading with Care</i> committee for the presbytery or assign this work to an existing committee.	
2. See that the committee reports its progress to the presbytery twice each year.	
3. Ensure that all congregations and ministries (e.g. camps, missions) within presbytery bounds are included in the presbytery's supervision.	
4. Inform ministers and lay people in positions of authority who work for the presbytery (e.g. presbytery chaplains, camp staff, mission staff) that they need to obtain a Police Records Check. These are to be obtained: <ul style="list-style-type: none"> • at the time of a new call; • at the time of a change of position; • when the ministry (job) position changes; • every five years. 	
5. Establish and keep an up-to-date list of Police Records Checks for all active clergy within presbytery bounds.	
6. Enquire as to whether all congregations and ministries within the presbytery's bounds have a copy of <i>Leading with Care</i> . (Additional copies available at no cost from Canadian Ministries.)	
7. Provide, or arrange to provide, a <i>Leading with Care</i> workshop at least every second year. (This might be done by regional or national staff, or a church in the presbytery).	
8. <i>Add a question regarding</i> Leading with Care to the list of questions asked on congregational visits.	

Leading with Care Checklist for Synod Clerks

Task	Date Done/ Action taken
1. Establish a <i>Leading with Care</i> committee for the synod or assign this work to an existing committee.	
2. See that the committee reports its progress to the synod twice each year.	
3. Ensure that all congregations and ministries (e.g. camps, missions) within synod bounds are included in the presbytery's supervision.	
4. Inform ministers and lay people in positions of authority who work for the synod (e.g. Regional Staff, camp staff, mission staff) that they need to obtain a Police Records Check. These are to be obtained: <ul style="list-style-type: none"> • at the time of a new call; • at the time of a change of position; • when the ministry (job) position changes; • every five years. 	
5. Establish and keep an up-to-date list of Police Records Checks for all synod staff.	
6. Enquire as to whether all synod ministries have a copy of <i>Leading with Care</i> . (Additional copies available at no cost from Canadian Ministries.)	
7. Provide, or arrange to provide, a <i>Leading with Care</i> workshop at least every second year. (This might be done by regional or national staff, or a church in the synod).	