

**Checklist for Presbytery Clerks re. *Leading with Care***

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 or its executive twice each year.	
3. Make sure that all congregations <i>and</i> ministries (e.g. camps, missions) within presbytery bounds are included in your supervision.	
4. Inform ministers that they need to obtain a police records check. These are to be obtained at any of these points: <ul style="list-style-type: none"> <li>• at the time of a new call</li> <li>• at the time of a change of position</li> <li>• at a time when the ministry (job) position changes</li> <li>• every five years.</li> </ul>	
5. Establish and check off a list of having seen a police records check for all active clergy within presbytery bounds.	
6. Enquire as to whether all congregations and ministries within your bounds have a copy of <i>Leading with Care</i> and the video <i>Leading with Care in your Congregation</i> . (These were sent to each congregation, so everyone should have one.)	
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 your presbytery. A <i>Leading with Care</i> workshop outline is available on the church's website: <a href="http://www.presbyterian.ca">www.presbyterian.ca</a> under "Church Documents.")	
8. Add a question regarding <i>Leading with Care</i> to the list of questions asked on congregational visits.	