

Checklist for Synod Clerks re. *Leading with Care*

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 or its executive once this year.	
3. Make sure all synod ministries (e.g. camps, missions) are included in your supervision.	
4. Inform ministers and lay people in positions of authority who work for the synod (e.g. regional staff, camp staff) 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"> • at the time of a new call • at the time of a change of position • at a time when the ministry (job) position changes • every five years. 	
5. Establish and check off a list of having seen a police records check for all synod staff.	
6. Enquire as to whether synod ministries 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 it is possible that some ministries may not have received one.)	
7. Provide, or arranged 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 synod. A <i>Leading with Care</i> workshop outline is available on the church’s website: www.presbyterian.ca under “Church Documents.”	