

**Anglican Church of Canada  
Diocese of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Part 3: Risk Management**

**General**

- 1 The Diocesan Synod, Corporation of the Cathedral of Christ Church Parish Corporations and Diocesan Camps shall provide a safe church environment by completing a risk assessment and managing the risk by addressing the following:
- a) Risk identification and assessment;
  - b) Program safety standards;
  - c) Human resources standards;
  - d) Facilities standards;
  - e) Transportation standards.

**a) Risk Identification and Assessment**

- 2(1) The Leader shall, after consultation with the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporation and/or Diocesan Camp, complete and maintain a risk assessment for each Diocesan, Cathedral, Parish or Diocesan Camp activity, event, program or ministry, and for each position within such program or ministry, and review this assessment with either a Cleric, Parish Warden or Camp Director, as applicable, prior to the Church activity, event or program.
- 2(2) A risk assessment shall:
- a) rate and/or measure the applicable risk factors and
  - b) establish responses to mitigate or avoid the risk factor(s), commensurate with the level of assessed risk,
- as set out in the [Risk Management Guide](#) (Schedule A).
- 2(3) Prior to delivery of the Church activity / program the Leader shall review with the Bishop, Dean, Incumbent, Parish Warden or Camp Director the real or perceived risk events, their associated risk assessments, and the action plan to avoid/mitigate the negative risk event(s) and to promote the positive risk event(s).
- 2(4) Notwithstanding s. 2(3), the Leader may opt to cancel the event or activity should a negative risk event not be mitigated to a low risk level or avoided altogether.
- 2(5) For the purpose of this Regulation, it is considered sufficient to avoid all negative risk event(s) when the Leader and his/her volunteers of a Church activity / program complies

with all standards and procedures set out in this Regulation, including all schedules of this Regulation.

## **b) Program Safety Standards**

### **General**

- 3 The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall adhere to the Program Safety Standards addressed in sections 4 to 16.

### **Supervision, Support and Evaluation**

- 4(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall provide each Lay Leader, Employee and Volunteer with supervision, support and evaluation.
- 4(2) The amount of supervision, support and evaluation shall be based on the level of risk of the program or event.
- 4(3) Supervisory staff shall make regular visits to the program or event.

### **Programs (Ministries) List**

- 5(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall each prepare a list of the categories of programs (ministries) operating within their jurisdiction, including but not limited to:
- a) Programs with preschoolers;
  - b) Programs with grades 1- 6;
  - c) Programs with teens;
  - d) Programs with vulnerable adults;
  - e) After school programs;
  - f) Baptism and Confirmation programs/classes;
  - g) Programs that are delivered jointly with a non-church organization;
  - h) Other specialized programs, such as a day-away program for mentally challenged adults; and
  - i) Programs with a combination of children/youths/vulnerable adults.
- 5(2) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall each incorporate mandatory periodic review in the risk assessment of each program.
- 5(3) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall each establish job descriptions for each Leader and Volunteer in a program or ministry, using the [Forms for Ministry Position Descriptions](#) (Appendix 2, Schedule A).

## **Two-Adult Standard**

- 6(1) There shall be a minimum of two adults present during all programs and activities, including transportation.
- 6(2) There shall be two unrelated adults, if practical, including at least one Leader, for each church program involving a child, youth, or vulnerable adult.
- 6(3) There shall be a minimum of a Leader and one adult of the opposite gender for each over-night and off-site activity.
- 6(4) The counseling of a child shall be done in a room with an open door, or in an open room, with a minimum of two adults present, including the Leader and if possible, the parent or guardian.

## **Adult / Participant Ratio Standard**

- 7(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall at least adhere to the minimum requirement for [Adult-to-Participant Minimum Ratio Standard](#) (Schedule B).
- 7(2) The Leader may be one of the adults required to satisfy the minimum ratio requirements given in s. 7(1).
- 7(3) The supervising leaders in a Church program should be unrelated, if practicable.

## **Access to Classroom Standard**

- 8 Except in the case of an emergency, no-one shall enter the classroom or other activity location without the permission of the Leader.

## **Off-site and/or Over-Night Activities Standard**

- 9(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall comply with the requirements for off-site and over-night activities.
- 9(2) Each participant in an off-site and/or over-night event shall complete the [Program Waiver and Medical Release Form](#) (Schedule C).
- 9(3) The Leader of the event, and the Cleric or a Parish Warden, shall each retain a copy of:
  - a) the Program itinerary;
  - b) all [Program Waiver and Medical Release Forms](#) (Schedule C) signed by the participants, which will include complete billeting information, if applicable.

- 9(4) If an off-site or over-night event includes the use of a pool, hot tub or natural body of water, a qualified Life Guard (i.e. certified by the Canadian Red Cross or YM/YWCA) shall be in attendance throughout the event.
- 9(5) Each leader and responsible adult shall have an assigned group of children/ youth/ vulnerable adults for whom s/he shall be responsible during the off-site or overnight event.
- 9(6) No adult shall be alone with a single child/ youth/ vulnerable adult.
- 9(7) Each facility shall adhere to the Facility Standards and be equipped with all safety features and functions required by the [NB Fire Protection Regulation](#) of the [NB Fire Prevention Act](#) including smoke detectors, as well as inside release doors for all new or renovated facilities.
- 9(8) Each participant shall be made aware of fire exits and fire evacuation procedures of the facility.

### **Contact and Identification Standard**

- 10(1) At least one adult involved with the Church program / event shall have access to an operative communication device.
- 10(2) Each leader and volunteer shall be clearly and appropriately identified whenever working with children/ youth/ vulnerable adults.
- 10(3) The Leader of the program shall maintain the contact information for parent, guardian and caregiver in a secured place.

### **First Aid Standard**

- 11(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that their leaders are provided with Standard First Aid and CPR training through the St. John Ambulance, or equivalent organization.
- 11(2) At least one person amongst the Leader(s) and participants on each church/camp program and/or activity shall have current qualifications to perform Standard First Aid and CPR.
- 11(3) The Diocesan Synod, Corporation of the Cathedral of Christ Church, each Parish Corporation and each Diocesan Camp shall ensure that well-stocked first aid kits are available and accessible during all activities and/or programs.

## **Minimum Insurance Standard**

- 12(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that adequate property and liability insurance coverage exists for each of their church buildings and facilities.
- 12(2) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure their insurance coverage policy complies with the [Diocesan Minimum Insurance Standard](#).

## **Health and Wellness Standard**

### *General*

- 13 The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall promote good health and wellness, including measures that would reduce infection, for all participants in Church programs/activities or events.

## **Medical and Accident Incident Reporting Standard**

- 14(1) The Program Leader shall report the accident / medical incident to the parent/ guardian/ care giver within two (2) hours, if practicable.
- 14(2) The Program Leader shall verbally report the accident/ medical incident to the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporation or Diocesan Camp, as appropriate, within twelve (12) hours.
- 14(3) The Program Leader shall submit a completed [Accident/Medical Incident Report Form](#) (Schedule D) to the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporation or Diocesan Camp within twenty-four (24) hours.
- 14(4) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that all completed [Accident/Medical Incident Report Forms](#) (Schedule D) are properly secured in accordance with the [Diocesan Privacy Policy and the Diocesan Misconduct Policy](#), s. 25 (Part 2).
- 14(5) In the event of an incident involving bodily injury, the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporation or Diocesan Camp shall ensure that corrective measures are implemented to minimize further similar incidents.

## **Allergies**

- 15(1) In accordance with the [Program Waiver and Medical Release Form](#), (Schedule C), each participant shall disclose whether she/he has any allergy and/or medical intolerance, dietary restriction, and/or other medical condition.

- 15(2) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that menu content is clearly communicated to a child, youth or vulnerable adult and to their parent/guardian or caregiver when necessary.

### **Reportable Diseases**

- 16(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall report immediately to the provincial health authority any person who has, or is reasonably suspected to have, a notifiable disease or who is or is reasonably suspected to be infected by an agent of a communicable disease or who has suffered a reportable event, in accordance with the [New Brunswick Reporting and Diseases Regulation](#) under the [New Brunswick Public Health Act](#).
- 16(2) No person who is or is reasonably suspected to be suffering from any one of the conditions stated in 16(1) shall be permitted to participate in a Church program or activity.

### **c) Human Resource Standards**

#### **General**

- 17 The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall comply with:
- a) [Staffing Standard](#) for employment and volunteer positions;
  - b) [Training Standard](#) for initial training and refresher training on this Regulation; and
  - c) [Performance Review Standard](#) and assessments for employees and lay-leaders.

#### **Staffing Standard:**

##### *General*

- 18(1) The purpose of the staffing process is to guide and further an individual's call to Christian service by the screening of each candidate for Employment, Lay Leader, Volunteer, or Cleric in the Diocese.
- 18(2) The management of information and communications shall be in accordance with the [Diocesan Privacy Policy](#) (Part 2).

##### *Ministry Position Descriptions*

- 19(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall each prepare a list of all generic Ministry Position descriptions for all applicable positions, including but not limited to:
- a) Pre-school program teacher/leader;
  - b) Sunday school teacher/leader for ages 6-12;
  - c) Youth program leader for ages 12-18;

- d) Program leader for adults with developmental or physical challenges;
- e) Program leader for frail seniors;
- f) Counselor/tutor for children/youth/vulnerable adults;
- g) Parish Administrator/Secretary;
- h) Sexton;
- i) Parish Nurse Ministry.

as set out in the [Forms for Ministry Position Descriptions](#) (Appendix 2, Schedule A)

- 19(2) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that each position description adheres to the [Forms for Ministry Position Descriptions](#) (Appendix 2, Schedule A).

### ***Staffing Process for Employees, Lay Leaders and Volunteers***

- 20(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall each establish a staffing team of at least two persons (2) to support the staffing of Employees, Lay Leaders and Volunteers within its jurisdiction.
- 20 (2) The Bishop, Dean, Incumbent, or Clerical designate, and Camp Director shall be an ex-officio member of the staffing team, as applicable.
- 20(3) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall complete the following steps in the staffing of an Employee, Lay Leader or Volunteer position.

### ***Advertisement***

- 21 In placing an advertisement, the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations or Diocesan Camps shall be guided by the relevant Diocesan, Cathedral, Parish or Camp Profile document, respectively.

### ***Receipt and Review of Applications***

- 22(1) Each Applicant shall:
- a) Complete an [Application Form](#) (Schedule E); and
  - b) Provide the names of at least three references.
- 22(2) The selection criteria for the position of Employee, Lay Leader and Volunteer in a Church program or ministry shall be in accordance with the [Forms for Ministry Position Descriptions](#) (Appendix 2, Schedule A).
- 22(3) The staffing team shall review each application received and establish a list of candidates to interview based on their ability to fulfil the requirements of the position.

### ***Interview and Assessment***

- 23(1) The staffing team shall interview each potential candidate for Employment, Lay Leader, or Volunteer for a Church program or ministry position;
- 23(2) The staffing team shall choose by consensus the most suitable candidate for the available position.

### ***Reference and Police Record Checks***

- 24(1) A member of the staffing team shall complete a [Personal Reference Check Form](#) (Schedule F) for the candidate considered for the position.
- 24(2) Upon completion of a satisfactory reference check, the candidate will be contacted by a member of the selection committee to advise of the need for a Police Record Check (PRC) in accordance with the [Diocesan Police Records Check \(PRC\) Policy](#) (Part 2).

### ***Recommendation and Notification***

- 25 The staffing team shall recommend to the Bishop and/or Diocesan Council (as applicable), Bishop and Chapter, Parish Corporation, or Camp Director, the most suitable candidate to fill each Employment, Lay Leader or Volunteer position, pending receipt of an approved Police Records Check.
- 26 The staffing team shall forthwith notify each candidate interviewed of the disposition of her/his application after the successful candidate has accepted the position.

### ***Retention and Storage of Documents***

- 27 All Application Forms, Police Records Checks and Personal Reference Check Forms shall be retained in accordance with the [Diocesan Privacy Policy](#) (Part 2).

### ***Screening of a Cleric Transferring into the Diocese***

- 28 The Bishop shall ensure that a Cleric from another diocese provides the following:
  - a) a satisfactory Letter of Good Standing (Bene Decessit) from the Bishop of the originating Diocesan Synod;
  - b) a Police Records Check, in accordance with [Diocesan Police Records Check \(PRC\) Policy](#) (Part 2); and
  - c) at least two (2) personal references.
- 29 The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporation or Diocesan Camp shall retain all documents in accordance with the [Diocesan Privacy Policy](#) (Part 2).

### **Training Standard:**

- 30(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish



Corporations and Diocesan Camps shall provide each Cleric, Lay Leader, Employee and Volunteer with a copy of this Regulation.

- 30(2) The Diocese shall ensure the development and delivery of training on the Safe Church Regulation and its various components to each Cleric, Lay Leader, Employee and Volunteer of the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps within twelve (12) months of approval of the Regulation by the Diocesan Council.
- 30(3) The Diocese shall ensure the availability of annual training on this Regulation to each new Cleric, Lay Leader, Employee and Volunteer.
- 30(4) At the conclusion of a training session, each participating Cleric, Lay Leader, Employee or Volunteer shall complete, sign and date a [Diocesan Covenant Care Form](#) (Schedule G).
- 30(5) Upon the successful completion of the training referred to in s. 30(2) and 30(3), the Diocese shall issue to the participant a signed copy of the [Diocesan Safe Church Regulation Training Certificate](#) (Schedule H), which shall remain in effect for a period of three (3) years.
- 31(1) The Diocese shall ensure the availability of refresher training on this Regulation to each Cleric, Lay Leader, Employee and Volunteer of the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps at least once every three (3) years.
- 31(2) Upon the successful completion of the refresher training referred to in s. 31(1), the Diocese shall issue to the participant a signed copy of the [Diocesan Safe Church Regulation Refresher Training Certificate](#) (Schedule I), which shall remain in effect for a period of three (3) years.

**Performance Review Standard:**

- 32(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall each annually conduct a performance review using an approved and standardized format similar to that contained in the [Diocesan Staff Performance Review](#) (Schedule J) for each Employee, Lay Leader, and Volunteer.
- 32(2) Each performance review shall address the following:
  - a) The recognition and affirmation of the accomplishments of the individual and his/her impact on the church program or ministry;
  - b) The provision of a structured environment for the individual and their supervisor to communicate openly about job performance, present job description, expectations and compensation issues, and;
  - c) The joint development of a plan to improve the individual's performance, for training or education, and for identifying objectives and goals for the future.

33(3) All performance reviews shall be retained in accordance with the [Diocesan Privacy Policy](#) (Part 2).

## **d) Facilities Standards**

### **General**

34 The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that safe church facilities are available for all users and, without limiting the generality of the foregoing, shall ensure adherence to all applicable standards.

### **Facilities Examination and Audit**

35 The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall complete an initial examination, and periodic audit thereafter, of those facilities used for Church programs within the Diocese, to ensure compliance with both Part 1 of [Regulation 7-3 \(Rectory Standards\) if applicable](#), and Part 3: Risk Management of the Safe Church Regulation.

### ***Facilities Checklist***

36 The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall complete the [Diocesan Facilities Checklist](#) (Schedule K) for each Church facility in the Diocese.

### **Facilities Safety Standards**

37(1) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that each facility is equipped with all safety features and functions required by the [NB Fire Protection Regulation](#) of the [NB Fire Prevention Act](#), including smoke detectors, as well as inside release doors for all new and renovated facilities.

37(2) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that each facility is equipped with all safety features and functions required by the [National Fire Code](#).

37 (3) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall adopt [Minimum Safety Standards and Practices](#) (Schedule L).

37 (4) If there is a conflict between a standard specified in s. 37(1), s. 37(2), and/or s. 37(3) above, then the higher safety standard shall apply.

37(5) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that each employee, Leader, Volunteer and participant

of a church program is made aware of the fire exits and fire evacuation procedures of the facility.

### **Washroom Standards**

- 38(1) Each Church building shall have a functioning washroom unless prohibited by age or size of the building and access to services.
- 38(2) The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that each facility complies with the [Diocesan Washroom Standard](#) (Schedule M).
- 38(3) The Leader shall confirm, in advance of a Church activity, event or program that the washroom in the facility complies with the [Diocesan Washroom Standard](#) (Schedule M).
- 38(4) If the available washroom facility does not meet a standard under s. 38(3) during a Church activity or event, the Leader shall take immediate corrective action, which may include the termination of the event or activity.

### **Openness and Visibility of Program Facilities**

- 39(1) A Church program or activity shall be delivered by means of either an open door or an unobstructed interior window.
- 39(2) The delivery of a Church program shall be accessible and visible to any person including, but not limited to, another Leader or volunteer, a parent, guardian and/or care-giver.

### **Use of Church Facilities by Other Community Groups**

- 40(1) Each community group that uses a Church facility shall comply with this Regulation.
- 40(2) The community group that uses a Church facility shall complete an [Agreement to Use a Diocesan Facility](#) (Schedule N) and provide written confirmation by the community group's insurance provider that satisfies the [Diocesan Minimum Insurance Standards](#).

### **Use of Church Facilities by Other Church Groups**

- 41 A group from either the Diocesan Synod, Corporation of the Cathedral of Christ Church, a Parish Corporation or a Diocesan Camp shall comply with the minimum standards set out in this regulation when using another Church facility.

### **Building and Structure Standards**

- 42 The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that each Church facility is in compliance with the

[National Building Code](#), the [Canadian Electrical Code](#), and all other provincial and municipal legislation that establish building and structure standards.

- 43 A non-Church facility shall not be used for a Church event or activity if there is any serious, visible defect to the building or structure including to the electrical wiring that the Leader believes, or may reasonably believe, violates s. 42 above.

## e) **Transportation Standards**

### **Driver Qualifications**

- 44(1) Each driver shall have a valid driver's license and automobile insurance coverage and be screened in accordance with Part 3 of this Regulation.
- 44(2) Each driver will provide evidence of a clean driving record before being permitted to drive participants in a Church program or activity.
- 44(2) Either the driver or the accompanying Leader will have current qualifications in Standard First Aid training.

### **Vehicle Requirements**

- 45 The Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall ensure that:
- a) the number of persons per vehicle shall not exceed the number of seat belts;
  - b) qualified infant-, toddler- and/or child-seats are used in accordance with governmental requirements; and
  - c) all car-seats for children shall be fastened with a seat belt, in accordance with the requirement(s) specified by the car seat manufacturer.
- 46 The vehicle must meet vehicular safety standards and be considered road-worthy, as well as be equipped with standard weather related safety features (such as snow tires).
- 47 The vehicle must be equipped with a fully stocked First Aid Kit as well as a Vehicle Emergency Kit.

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**Anglican Church of Canada  
Diocese of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Schedule A - Risk Management Guide**

***Brief Discussion on Risk and a Risk Event***

In the context of the Safe Church Regulation, risk is an uncertain event or condition that, if it occurs, would have a positive or negative impact on either the participants and/or the ministry (i.e. Church activity or program). Risk includes the likelihood (i.e. probability) that a specific risk event actually occurs. There are two types of risks events: a good or positive event, and a bad or negative event. Therefore, the concept of risk includes both the likelihood that a specific event occurs and the consequence(s) when that event occurs.

The type of risk event (good/positive versus bad/negative) is dependent upon the consequence of the event. If the consequence of a risk event is expected by the Leader to be beneficial, then that risk event should be promoted and encouraged to occur. This is consistent with the purpose of the Safe Church Regulation 4-4 as specified in Part 1, s. 1: “... *to promote the mission of the church by providing a safe and effective working, learning and spiritual environment.*”

Examples of beneficial outcomes (positive risk events) include:

1. Reduced cost for the activity / program;
2. Happy or very satisfied participants during and/or at the conclusion of the activity / program;
3. A deeper spirituality developed or a stronger relationship with God by one or more participants;
4. The development of bonding or long-lasting friendships between participants;
5. The development of new disciple(s) of Jesus, our Lord, in one or more participants.

If, on the contrary, the consequence of a risk event can lead to a real or perceived unsafe practice or unsafe outcome for anybody, including the participants of the Church activity or program, then the Leader shall, with help from his/her volunteers, take decisive and planned steps to avoid that risk event from occurring through appropriate corrective action(s). The Leader shall review with the Bishop, Dean, Incumbent, Parish Warden or Camp Director the real or perceived risk events, their associated risk assessments, and the action plan to avoid/mitigate negative risk event(s) and to promote positive risk events prior to delivery of the church activity / program, in accordance with s. 2(3), Part 3: Risk Management.

### ***Sufficiency for the Avoidance of Negative Risk Event(s)***

The objective of the Risk Management Guide is to minimize all negative risk event(s) when the Leader and the Volunteers of a Church activity / program comply with all standards and procedures set out in the Safe Church Regulation, including all policies and schedules, in accordance with s. 2(5), Part 3: Risk Management.

### ***Multiple Risk Events***

Two or more risk events are not necessarily independent of each other. Consequently, if one risk event does occur, this may cause the likelihood of occurrence to increase (or decrease) for one or more other risk events. Therefore, a periodic assessment of risks may be required by the Leader and Volunteers when multiple risk events are identified, even when one or more may be beneficial outcomes (positive risk events). The Leader and Volunteers shall take decisive steps to avoid all negative risks events and to promote all beneficial outcomes.

### ***Categorizing Ministries According to Risk***

In the particular context of the protection of children, youth and vulnerable adults, ministries shall be categorized as being either inherently 'Low Risk' or 'High Risk'. In the context of the protection of non-vulnerable adults, or the protection of Church facilities, contents and other assets, ministries not involving children, youth or vulnerable adults shall also be categorized as being either inherently 'Low Risk' or 'High Risk'.

#### **Low Risk Ministries**

Low Risk Ministries are those events/activities that would normally not permit a person to be alone with a child, youth or vulnerable person. Such ministries do not require a significant level of authority or trust. Examples include arranger of coffee fellowship, audio-visual controller, bulletin folder, flower arranger, greeter, reader, some committee and group members.

#### **High Risk Ministries**

High Risk Ministries are those events/activities that might have a reasonable expectation of permitting opportunities for a person to be alone with a child, youth or vulnerable person. People in these ministries are in a position of authority or trust. These ministries allow a person to establish long-term relationships of trust. All residential or off-site ministries with children or vulnerable persons are always ranked high risk. By definition, stipendiary clergy, non-stipendiary clergy, camp leader, counselor, Sunday school teacher, youth leader, home visitor and Vacation Bible School Coordinator are defined as high risk. Other examples that may be classified as high risk ministries include Christian education coordinator, church musician, Parish Warden, parish employees, parish nurse, server instructor, Bible Study leader, Vestry Member, Lay Eucharistic Leader, collection counter, and nursing home visitor.

High Risk Ministries also include those ministries where an individual is in a position of trust or authority with regard to the physical or financial assets, or confidential information, under the custody of the Diocesan Synod, Corporation

of the Cathedral of Christ Church, a Parish Corporation or a Diocesan Camp. Examples of these ministries include, but are not limited to, Church Warden, Treasurer, Payroll Administrator, Office Administrator, and Sexton.

*Sample List of Ministry Positions*

A list of ministry positions is shown in Appendix 1 of this Schedule. A risk rating is identified for each position.

**Anglican Church of Canada  
Diocese of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Schedule A - Risk Management Guide**

**Appendix 1: A List of Ministry Positions**

**Purpose and Intent:**

It is essential that the risk rating be established for all positions of all ministries associated with the Church, including all events, activities and programs, and in particular, those that involve children, youth or vulnerable adults, including but not limited to the following types of ministries:

- Short-term; Intermediate-term; Long-term;
- Ad-hoc or planned;
- Single occurrence or repetitive;
- Conducted periodically (i.e. weekly, monthly, annually) or continuously (e.g. church camps lasting two or more days);
- Conducted on Church property, off-site or in a vehicle;
- During periods when transporting people between venues;
- During week-day(s), week-end(s) and/or over-night;
- Clergy, Lay-Leaders, Volunteers, Employees of the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporation or Diocesan Camp;
- Any person involved directly with the activity, event or program and who receives a stipend or is paid a salary or receives any other form of remuneration by the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporation or Diocesan Camp;
- Positions of authority, trust or responsibility for the safety and well-being of children, youth and vulnerable adults during the church activity, event or program.

**Instructions:**

The Leader shall:

**Step #1:** Copy this Appendix: A List of Ministry Positions.

**Step #2:** Check-off all positions that apply for each Church activity, event or program. If a ministry position is not listed in the table, add it to the table using an available “Other” category located throughout or at the bottom of the table; assign a risk rating that is consistent with the definitions of ‘Low-Risk’ and ‘High-Risk’, as specified in Schedule A: Risk Management Guide.

**Step #3:** Review with the Bishop, Dean, Incumbent, Parish Warden and/or Camp Director the real or perceived risk events, their associated risk ratings, and an action plan to avoid/mitigate negative risk events and to promote beneficial outcomes (positive risk events) prior to delivery of the Church activity / program, in accordance with s. 2(3), Risk Management Guide.



| Check Applicable Ministry Position(s) | Description of the Ministry Position           | Risk Rating (High, Medium, or Low) |
|---------------------------------------|--|------------------------------------|
|                                       | A.C.W. President or Member                     | High                               |
|                                       | Altar Guild – Co-ordinator / Leader / Member   | High                               |
|                                       | Arranger – Church Picnics or BBQ Fellowships   | High                               |
|                                       | Arranger - Coffee Fellowship                   | High                               |
|                                       | Arranger – Fundraiser Event                    | High                               |
|                                       | Arranger - Shared Meals Fellowship             | High                               |
|                                       | Arranger – Sleigh Ride Fellowship              | High                               |
|                                       | Arranger - (Other event):                      | <b>TBD</b>                         |
|                                       | Audio-visual controller                        | Low                                |
|                                       | Building and/or Grounds Caretaker              | High                               |
|                                       | Building supervisor or manager                 | High                               |
|                                       | Bulletin folder (Church Office Volunteer)      | Low                                |
|                                       | Camp – Director                                | High                               |
|                                       | Camp – Youth Leader                            | High                               |
|                                       | Camp – Maintenance or Utility Worker           | High                               |
|                                       | Camp – Paid Staff (Specify role):              | High                               |
|                                       | Camp – Volunteer Staff (Specify role):         | High                               |
|                                       | Chalice Bearer/Lay-Eucharist Leader            | Low                                |
|                                       | Christian Education Coordinator/Superintendent | High                               |
|                                       | Cleaner or Sexton                              | High                               |
|                                       | Clergy – Bishop                                | High                               |
|                                       | Clergy – Dean                                  | High                               |
|                                       | Clergy - Curate                                | High                               |
|                                       | Clergy –Deacon (Transitional or Vocational)    | High                               |
|                                       | Clergy - Deacon-in-Training                    | High                               |
|                                       | Clergy – Priest, Rector and/or Incumbent       | High                               |
|                                       | Clergy – Visiting Cleric                       | High                               |
|                                       | Consultant – Specify Role:                     | <b>TBD</b>                         |
|                                       | Diocese – Christian Education Director         | High                               |

| Check Applicable Ministry Position(s) | Description of the Ministry Position   | Risk Rating (High, Medium, or Low) |
|---------------------------------------|--|------------------------------------|
|                                       | Diocese – Council, Committee or Team Chair or Member                           | Low                                |
|                                       | Diocese – Diocesan Misconduct Officer  | High                               |
|                                       | Diocese – Diocesan Assistant Misconduct Officer                                | High                               |
|                                       | Diocese – PRISM or Safe Church Instructor/Trainer                              | Low                                |
|                                       | Diocese – Safe Church Committee Chair or Member                                | High                               |
|                                       | Diocese – Synod Office Support Staff   | Medium                             |
|                                       | Diocese – Diocesan Synod Delegate or Alternate                                 | Low                                |
|                                       | Diocese – General Synod Delegate or Alternate                                  | Low                                |
|                                       | Diocese – Provincial Synod Delegate or Alternate                               | Low                                |
|                                       | Diocese – Treasurer  | High                               |
|                                       | Diocese – Communications Officer   | High                               |
|                                       | Diocese – Youth Director   | High                               |
|                                       | Diocese – Other (Specify Role):  | <b>TBD</b>                         |
|                                       | Driver – Children/ Youth/Vulnerable Adults                                     | High                               |
|                                       | Driver – Adults  | Low                                |
|                                       | Driver –Multi-passenger Vehicle / Van / Mini-Bus                               | High                               |
|                                       | Education/ Conference/Bible Study - Adult Study Group Leader or Member         | Low                                |
|                                       | Education/Conference /Bible Study - Mixed Study Group Leader or Member         | High                               |
|                                       | Education/Conference/Bible Study - Seniors’ Adult Study Group Leader or Member | High                               |
|                                       | Education/Conference/ Bible Study - Youth Study Group Leader or Member         | High                               |
|                                       | Greeter Co-ordinator   | Low                                |
|                                       | Greeter, support of general congregant   | Low                                |
|                                       | Greeter, support of people with disability or infirmity                        | High                               |
|                                       | Intercessor (Public Worship)   | Low                                |
|                                       | Lay Reader   | High                               |
|                                       | Librarian  | High                               |
|                                       | Mission & Outreach Team – Coordinator or Member: Boys and Girls Club           | High                               |
|                                       | Mission & Outreach Team – Coordinator or Member: Meals to Wheels Club          | High                               |

| Check<br>Applicable<br>Ministry<br>Position(s) | Description of the Ministry Position                               | Risk Rating<br>(High,<br>Medium, or<br>Low) |
|--|--|---|
|  | Mission & Outreach Team – Coordinator or Member: Community Garden  | High  |
|  | Mission & Outreach Team – Coordinator or Member: Community Kitchen | High  |
|  | Mission & Outreach Team – Coordinator or Member: Emergency Shelter | High  |
|  | Mission & Outreach Team – Coordinator or Member: Food Bank         | High  |
|  | Mission & Outreach Team – Coordinator or Member: Home Visitation   | High  |
|  | Mission & Outreach Team – Coordinator or Member: Messy Church      | High  |
|  | Mission & Outreach Team – Coordinator: PWRDF                       | Low   |
|  | Mission & Outreach Team – Coordinator: Special Diocesan            | <b>TBD</b>                                  |
|  | Mission & Outreach Team – Coordinator: Other                       | <b>TBD</b>                                  |
|  | Mission & Outreach Team– Member: Other                             | <b>TBD</b>                                  |
|  | Mother’s Union – President or Member                               | High  |
|  | Music Ministry - Adult Choir Director or Member                    | Low   |
|  | Music Ministry – Cantor  | High  |
|  | Music Ministry - Band Leader or Band Member                        | High  |
|  | Music Ministry - Hand-bell Choir Leader or Member                  | High  |
|  | Music Ministry – Church Musician                                   | High  |
|  | Music Ministry – Organist or Pianist                               | High  |
|  | Music Ministry - Sunday School Musician                            | High  |
|  | Music Ministry - Youth / Junior Choir Director or Member           | High  |
|  | Music Ministry - Worship Team                                      | High  |
|  | Music Ministry - Other (Specify):                                  | <b>TBD</b>                                  |
|  | Office Supervisor / Administrator                                  | High  |
|  | Parish Admin. – Administrative Assistant                           | High  |
|  | Parish Admin.– Care-worker   | High  |
|  | Parish Admin.– Envelope Secretary                                  | Low   |
|  | Parish Admin. – Flower Convener                                    | High  |
|  | Parish Admin. – Janitor / Cleaner / Sexton                         | High  |
|  | Parish Admin. – Newsletter Editor                                  | Low   |

| Check Applicable Ministry Position(s) | Description of the Ministry Position                                      | Risk Rating (High, Medium, or Low) |
|---------------------------------------|---|------------------------------------|
|                                       | Parish Admin. – Nurse   | High                               |
|                                       | Parish Admin. – Nursery/ Crèche Coordinator                               | High                               |
|                                       | Parish Admin. – Nursery Attendant   | High                               |
|                                       | Parish Admin. – Parish Advisory Committee Leader or Member                | Low                                |
|                                       | Parish Admin. – Secretary   | High                               |
|                                       | Parish Admin. – Sunday School Coordinator or Superintendent               | High                               |
|                                       | Parish Admin. – Sunday School Teacher                                     | High                               |
|                                       | Parish Admin. – Treasurer   | High                               |
|                                       | Parish Admin. – Usher   | High                               |
|                                       | Parish Admin. – Vestry Clerk or Member                                    | High                               |
|                                       | Parish Admin. – Visitation Program Coordinator                            | High                               |
|                                       | Parish Admin. - Visitor   | High                               |
|                                       | Parish Admin. – Volunteer Program Coordinator                             | High                               |
|                                       | Parish Admin. – Warden  | High                               |
|                                       | Reader / Scripture Reader   | Low                                |
|                                       | Server Instructor   | High                               |
|                                       | Servers   | High                               |
|                                       | Servers’ Lay-Director/ Lay-Supervisor                                     | High                               |
|                                       | Sidesperson/Usher/Greeter Co-ordinator                                    | High                               |
|                                       | Sidesperson/Usher/Greeter, support of general congregant                  | Low                                |
|                                       | Sidesperson/Usher/Greeter, support of people with disability or infirmity | High                               |
|                                       | Sound Technician  | Low                                |
|                                       | Sunday/Church/Vacation Bible School Coordinator or Teacher                | High                               |
|                                       | Theological Student   | High                               |
|                                       | Wedding Coordinator   | High                               |
|                                       | Youth Leader  | High                               |
|                                       | Other:  |                                    |
|                                       | Other:  |                                    |

**Anglican Church of Canada  
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**Regulation 4-4: Diocesan Safe Church**

**Schedule A – Risk Management Guide**

**Appendix 2 – Forms for Ministry Position Descriptions: (Blank) Form**

*(Insert your organization name here and adapt as needed)*

**POSITION REQUIREMENTS**

**Title of the Ministry Position:** \_\_\_\_\_

**Location of the Ministry:** \_\_\_\_\_

**Risk-Rating** (Appendix 1, Schedule A: Risk Management Guide): \_\_\_\_\_

**Responsible to:** (Name and Title of the Supervisor) \_\_\_\_\_

**Responsible for:** (Specify Children, Youth, Vulnerable Adults, Non-Vulnerable Adults and the Typical Number of Each Group): \_\_\_\_\_  
\_\_\_\_\_

**Goals of the Ministry:** (Insert mission statement of the ministry program here)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Description of the Ministry Position:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Roles, Responsibilities and Tasks:** (Specify the expectations of each for this position)

*Primary Roles:*

- 1)
- 2)
- 3)

*Primary Responsibilities:*

- 1)
- 2)
- 3)

*Primary Tasks:*

- 1)
- 2)
- 3)
- 4)
- 5)

**Type of Remuneration** (Circle one: Paid-Stipend; Paid-Salary, Paid -Hourly Rate; Unpaid);

**Duration of the Appointment:** (Specify Start Date and Expected end Date of the Appointment)

Start Date: \_\_\_\_\_  
(yyyy/mm/dd)

Duration of Appointment: (Specify the Number of Months / Years after the Start Date, or 'No Limit')

\_\_\_\_\_

**Schedule and Commitment Requirements** (Specify):

\_\_\_\_\_

\_\_\_\_\_

**PASTORAL AND MINISTERIAL GIFTS**

**Ordained Ministry:** (In consultation with an Episcopal Directive, if available, select those that apply for this position; more than one may be selected if appropriate)

Priest; Deacon

**Lay-Ministry:** (Select those that apply for this position; more than one may be selected if appropriate)

Lay-Reader; Parish Nurse, Health Ministry, Lay-Eucharist Minister, Christian Education Ministry, Youth Ministry, Home and Hospital Visitation Program Ministry, Other:  
\_\_\_\_\_ (specify)

**SKILLS, QUALIFICATIONS AND TRAINING REQUIREMENTS**

**Knowledge** (Specify minimum requirements):

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**Trades Skills** (Specify minimum requirements):

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**Minimum Trades or Professional Qualifications** (Specify required Degrees, Diplomas, Certifications and/or Licenses): \_\_\_\_\_

**Minimum Language and Numerical Skills:**

Language -Written Communication (Specify) \_\_\_\_\_  
Language - Verbal Communication (Specify) \_\_\_\_\_  
Language – Reading (Specify) \_\_\_\_\_

Numerical Skills (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable): \_\_\_\_\_

**Computer and Cell Phone Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable):

Computer Skills: \_\_\_\_\_  
Cell Phone Skills: \_\_\_\_\_

**Leadership Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable): \_\_\_\_\_

**Time Management and Organizational Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable):

Time Management Skills: \_\_\_\_\_  
Organizational Skills: \_\_\_\_\_

**Project Management Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable): \_\_\_\_\_

**Interpersonal Relationship Skills** (Specify Level of Ability for each category: None or Limited; Basic; Advanced; Not Applicable):

Children \_\_\_\_\_  
Youth \_\_\_\_\_  
Adults \_\_\_\_\_  
Vulnerable Adults \_\_\_\_\_  
Disabled Persons \_\_\_\_\_

**Training Requirements**

Description of Training: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Training Offered (if known): \_\_\_\_\_  
(yyyy/mm/dd)

Name of Trainer or Primary Contact: \_\_\_\_\_

Limits on Pre-Training Duties (If Any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MINIMUM EXPERIENCE REQUIREMENTS**

**Direct Experience:** (Specify and Give Dates)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indirect, Church-Related Experience** (Specify and Give Dates);

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indirect Non-Church Related Experience** (Specify and Give Dates):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Expectations for this Ministry Position:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Anglican Church of Canada  
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**Schedule A– Risk Management Guide**

**Appendix 3: Forms for Ministry Position Descriptions: *Primary School Church Teacher or Leader***

*(Insert your organization name here and adapt as needed)*

**POSITION REQUIREMENTS**

**Title of the Ministry Position:** Primary School (Ages 6-13) Church Teacher or Leader

**Location of the Ministry:** Church Hall  
(Name or Basic Description of the Building or Facility)

**Risk-Rating** (Appendix 1, Schedule A: Risk Management Guide): High

**Responsible to:** Name: Church School Director / Superintendent

**Responsible for:** (Specify Children, Youth, Vulnerable Adults, Non-Vulnerable Adults and the Typical Number of Each Group): Children, ages 6-13, up to 10 (typical)

**Goals of the Ministry:** (Insert mission statement of the ministry program here): The mission of the church school is to provide children, youth and adults with a meaningful Christian education, within a safe and spiritual learning environment, in order to better know the stories of the Bible in general, and the life and ministry of Jesus Christ, in particular.

**General Description of the Ministry Position:** *The Primary School Church Teacher or Leader* will oversee and facilitate the teaching of the curriculum in such a way that lives are changed and growth is seen in the children. This will include preparations of classroom activities and ensuring all necessary supplies are available for classroom time. The teacher will be responsible for record keeping, care of the children and encouraging children in their religious education.

**Roles, Responsibilities and Tasks:** (Specify the expectations of each for this position)

*Primary Roles:*

- 1) To plan, prepare and teach the church school curriculum to children.

*Primary Responsibilities:*

- 1) Maintain a vital spiritual life;
- 2) Know and follow the standards set out for a safe and spiritual learning environment as given in the Safe Church Regulation;
- 3) Participate in events and training activities that support the understanding and implementation of the Safe Church Regulation;
- 4) Immediately report any violation of the Safe Church Regulation to the Church School Director / Superintendent, Rector or Warden;
- 5) Maintain confidentiality unless a child, youth and/or vulnerable adult is in danger;
- 6) Follow directions of the Church School Director / Superintendent
- 7) Follow the approved church school curriculum;
- 8) Participate in events and activities that develop leadership skills;
- 9) Attend teachers' meetings as scheduled from time to time by the Church School Director / Superintendent;
- 10) Maintain a strong commitment to this ministry; Advise the Church School Director / Superintendent of any required absence from the classroom (planned or unplanned) and find a suitable replacement;
- 11) Obtain prior permission for any extra-curricular and/or off-site event or activity with the Church School Director / Superintendent.

*Primary Tasks:*

- 1) Plan and teach a weekly lesson from the approved church school curriculum;
- 2) Maintain accurate records of attendance;
- 3) Demonstrate a love for both God and your 'neighbour' through both your teaching and daily activities.

**Type of Remuneration** (Select one: Paid-Stipend; Paid-Salary, Paid -Hourly Rate; Unpaid);

**Duration of the Appointment:** (Specify Start Date and Expected end Date of the Appointment)

Start Date: yyyy/September/ 07 (i.e. After Labour Day)  
(yyyy/mm/dd)

Duration of Appointment: (Specify the Number of Months / Years after the Start Date, or 'No Limit') 10 months – the Church School year: September to June, inclusive; no limit otherwise.

**Schedule and Commitment Requirements** (Specify): Team teaching with a rotation of every fourth Sunday off from September to June, inclusive.

**PASTORAL AND MINISTERIAL GIFTS**

**Ordained Ministry:** (In consultation with an Episcopal Directive, if available, select those that apply for this position; more than one may be selected, if appropriate)

Priest; Deacon

**Lay-Ministry:** (Select those that apply for this position; more than one may be selected if appropriate)

Lay-Reader, Parish Nurse, Health Ministry, Lay-Eucharist Minister, Christian Education Ministry, Youth Ministry, Home and Hospital Visitation Program Ministry, Other:  
\_\_\_\_\_ (specify)

## **SKILLS, QUALIFICATIONS AND TRAINING REQUIREMENTS**

**Knowledge** (Specify minimum requirements): A Basic knowledge of the life and ministry of Jesus Christ; A Basic knowledge of the stories in the Old Testament; A good knowledge of the standards and requirements set out in the Safe Church Regulation.

**Trades Skills** (Specify minimum requirements): \_\_\_\_\_ None required \_\_\_\_\_

**Minimum Trades or Professional Qualifications** (Specify required Degrees, Diplomas, Certifications and/or Licenses): A Baptized Christian.

### **Minimum Language and Numerical Skills:**

Language -Written Communication (Specify) \_\_\_\_\_ Basic \_\_\_\_\_  
Language - Verbal Communication (Specify) \_\_\_\_\_ Advanced \_\_\_\_\_  
Language – Reading (Specify) \_\_\_\_\_ Advanced \_\_\_\_\_

Numerical Skills (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable): \_\_\_\_\_ None required \_\_\_\_\_

**Computer and Cell Phone Usage Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable):

Computer Skills: \_\_\_\_\_ Basic \_\_\_\_\_  
Cell Phone Skills: \_\_\_\_\_ Basic \_\_\_\_\_

**Leadership Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable): \_\_\_\_\_ Basic \_\_\_\_\_

**Time Management and Organizational Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable):

Time Management Skills: \_\_\_\_\_ Basic \_\_\_\_\_  
Organizational Skills: \_\_\_\_\_ Basic \_\_\_\_\_

**Project Management Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable): None required

**Interpersonal Relationship Skills** (Specify Level of Ability for each category: None or Limited; Basic; Advanced; Not Applicable):

|                   |                 |
|-------------------|-----------------|
| Children          | <u>Advanced</u> |
| Youth             | <u>Basic</u>    |
| Adults            | <u>Basic</u>    |
| Vulnerable Adults | <u>Basic</u>    |
| Disabled Persons  | <u>Basic</u>    |

**Training Requirements**

Description of Training:

- 1a) Initial Training on the Safe Church Regulation, as required by s.30 of Part 3: Risk Management;
- 1b) Refresher Training on the Safe Church Regulation, as required by s.31 of Part 3: Risk Management;
- 2) Orientation Training on the Church School curriculum for the intended age group with the Church School Director / Superintendent.

Date(s) of Training Offered (if known): \_\_\_\_\_  
(yyyy/mm/dd)

Name of Trainer or Primary Contact: \_\_\_\_\_

Limits on Pre-Training Duties (If Any):

- 1) A Primary School Church Teacher or Leader shall neither teach nor be involved directly with any children, youth or vulnerable adults until he/she has completed the Initial Training Course on the Safe Church Regulation by a person authorized by the Diocese of Fredericton;
- 2) A Primary School Church Teacher or Leader shall neither teach nor provide any instruction to children, youth or vulnerable adults on the Church School Curriculum until he/she completes the Orientation Training on the curriculum appropriate for the intended age group with the Church School Director / Superintendent, or her/his designate.

**MINIMUM EXPERIENCE REQUIREMENTS**

**Direct Experience:** (Specify and Give Dates): No direct, previous experience required as a teacher or leader of the Church School.

**Indirect, Church-Related Experience** (Specify and Give Dates); At least one church-year of experience (i.e. 9+ months) as a Helper-Volunteer to a Church School Teacher or Leader for children or youth at any Christian church;

**Indirect, Non-Church Related Experience** (Specify and Give Dates): None required.

**Other Expectations for this Ministry Position:**

To enjoy the teaching and learning experience with the children, and to grow spiritually with them!

**Anglican Church of Canada  
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**Regulation 4-4: Diocesan Safe Church**

**Schedule A – Risk Management Guide**

**Appendix 4: Forms for Ministry Position Descriptions: *Parish Sidesperson/  
Usher/Greeter (for Vulnerable and/or Disabled Persons)***

*(Insert your organization name here and adapt as needed)*

**POSITION REQUIREMENTS**

**Title of the Ministry Position:** Sidesperson/Usher/Greeter

**Location of the Ministry:** Church Building or Church Hall, depending on location of worship  
and other church services

(Name or Basic Description of the Building or Facility)

**Risk-Rating** (Appendix 1, Schedule A: Risk Management Guide): High

**Responsible to:** Name: Parish Wardens

**Responsible for:** (Specify Children, Youth, Vulnerable Adults, Non-Vulnerable Adults and the Typical Number of Each Group): Vulnerable and/or Disabled Persons (typically elderly, but not necessarily)

**Goals of the Ministry:** (Insert mission statement of the ministry program here): The mission of the Sidesperson/Usher/Greeter ministry is to provide the worshipping community with a welcoming and supportive experience prior to, during or following the worship service in a safe and spiritual environment.

**General Description of the Ministry Position:** *The Sidesperson/Usher/Greeter* will oversee and facilitate the distribution of church bulletins and other relevant materials to the worshipping community upon arrival for worship and other church services. In the case of vulnerable and/or disabled persons, it may be necessary to accompany the person to their seat in case physical assistance is needed, such as carrying service material, providing a steadying hand, etc.

**Roles, Responsibilities and Tasks:** (Specify the expectations of each for this position)

*Primary Role:* To distribute church bulletins and materials to all persons including vulnerable and/or disabled persons upon their arrival for worship and other church services

*Primary Responsibilities:*

- 1) Provide a welcoming experience to all regular and occasional attendees;
- 2) Know and follow the standards set out for a safe and spiritual environment as given in the Safe Church Regulation;
- 3) Participate in events and training activities that support the understanding and implementation of the Safe Church Regulation;
- 4) Immediately report any violation of the Safe Church Regulation to the Sidesperson/Usher/Greeter Coordinator, Incumbent or Warden;
- 5) Maintain confidentiality unless a child, youth and/or vulnerable person is in danger;
- 6) Follow directions of the Sidesperson/Usher/Greeter Coordinator
- 7) Attend Sidesperson/Usher/Greeter meetings as scheduled from time to time by the Sidesperson/Usher/Greeter Coordinator;
- 8) Maintain a strong commitment to this ministry;
- 9) Advise the Sidesperson/Usher/Greeter Coordinator of any required absence from the schedule and find a suitable replacement.

*Primary Tasks:*

- 1) Welcome regular and occasional visitors to the worship or other church service;
- 2) Ensure that hymnals, prayer books and any other materials to be distributed are available to be done so in accordance with the order of service for the day;
- 3) Distribute to all attendees bulletins and any other material to be used during the service;
- 4) Provide assistance if necessary to vulnerable and/or disabled persons to be seated, which could include hanging up outdoor garments on their behalf;
- 5) Participate in the offering by receiving individual offerings and presenting them for blessing by the officiant;
- 6) Participate in the administration of the sacrament by conducting an orderly procession of communicants, as directed by the Sidesperson/Usher/Greeter Coordinator;
- 7) Assist vulnerable and/or disabled persons to participate in the sacrament as they wish, either by accompanying them to the communion rail or by directing the officiant to where they can receive the sacrament in their seat, as applicable;
- 8) Count and record in the parish register the number of attendees and the number of communicants as directed;
- 9) In the absence of the Wardens and the Sidesperson/Usher/Greeter Coordinator, in the event of an emergency, be prepared to contact the appropriate emergency services provider;
- 10) Ensure the ongoing tidiness of the worship venue by picking up leftover materials following the end of the service.

**Type of Remuneration** (Select one: Paid-Stipend; Paid-Salary, Paid -Hourly Rate; Unpaid);

**Duration of the Appointment:** (Specify Start Date and Expected end Date of the Appointment)

Start Date: 2016/01/01  
(yyyy/mm/dd)

Duration of Appointment: (Specify the Number of Months / Years after the Start Date, or 'No Limit').

**Schedule and Commitment Requirements** (Specify): Team rotation of every fourth Sunday throughout the calendar year, (depending on number of teams).

**PASTORAL AND MINISTERIAL GIFTS**

**Ordained Ministry:** (Select those that apply for this position; more than one may be selected, if appropriate)

Priest; Deacon.

**Lay-Ministry:** (Select those that apply for this position; more than one may be selected if appropriate)

Lay-Reader, Parish Nurse, Health Ministry, Lay-Eucharist Minister, Christian Education Ministry, Youth Ministry, Home and Hospital Visitation Program Ministry, Other: **Hospitality Ministry** (specify)

**SKILLS, QUALIFICATIONS AND TRAINING REQUIREMENTS**

**Knowledge** (Specify minimum requirements): A basic knowledge of the life and ministry of Jesus Christ; a basic knowledge of the stories in the Old Testament; a good knowledge of the standards and requirements set out in the Safe Church Regulation.

**Trades Skills** (Specify minimum requirements): None required.

**Minimum Trades or Professional Qualifications** (Specify required Degrees, Diplomas, Certifications and/or Licenses): A baptized Christian.

**Minimum Language and Numerical Skills:**

|   |                  |
|---|------------------|
| Language -Written Communication (Specify) | <u>Basic</u>     |
| Language - Verbal Communication (Specify) | <u>Very Good</u> |
| Language – Reading (Specify)              | <u>Basic</u>     |

Numerical Literacy (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable): Basic.

**Computer and Cell Phone Usage Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable):

|                    |                       |
|--------------------|-----------------------|
| Computer Skills:   | <u>Not Applicable</u> |
| Cell Phone Skills: | <u>Basic</u>          |

**Leadership Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable): Basic



**Time Management and Organizational Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable):

Time Management Skills: Basic  
Organizational Skills: Basic

**Project Management Skills** (Specify Level of Ability: None or Limited; Basic; Advanced; Not Applicable): None required

**Interpersonal Relationship Skills** (Specify Level of Ability for each category: None or Limited; Basic; Advanced; Not Applicable):

Children Basic  
Youth Basic  
Adults Basic  
Vulnerable Persons Advanced  
Disabled Persons Advanced

### Training Requirements

Description of Training:

- 1) Orientation Training on the Sidesperson/Usher/Greeter duties and responsibilities with the Sidesperson/Usher/Greeter Coordinator;
- 2a) Initial Training on the Safe Church Regulation, as required by s. 30 of Part 3: Risk Management;
- 2b) Refresher Training on the Safe Church Regulation, as required by s.31 of Part 3: Risk Management.

Date(s) of Training Offered (if known): \_\_\_\_\_  
(yyyy/mm/dd)

Name of Trainer or Primary Contact: \_\_\_\_\_

Limits on Pre-Training Duties (If Any):

- 1) A Sidesperson/Usher/Greeter shall not be involved directly with any vulnerable and/or disabled persons until he/she has completed the Orientation Training with the Sidesperson/Usher/Greeter Coordinator, or her/his designate;
- 2a) A Sidesperson/Usher/Greeter shall not be involved directly with any vulnerable and/or disabled persons without supervision, until he/she has completed the Initial Training Course on the Safe Church Regulation by a person authorized by the Diocesan Synod of Fredericton.

## **MINIMUM EXPERIENCE REQUIREMENTS**

**Direct Experience:** (Specify and Give Dates): No direct, previous experience required as a Sidesperson/Usher/Greeter.

**Indirect, Church-Related Experience** (Specify and Give Dates); Must be a member of the congregation and a Baptized Christian.

**Indirect, Non-Church Related Experience** (Specify and Give Dates): None required.

### **Other Expectations of the Diocesan Synod or Parish Corporation for this Ministry Position:**

To enjoy interacting with members of the congregation and visitors to the church, and want to provide an uplifting prelude to worship and to spiritually grow together!

**Anglican Church of Canada  
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**Regulation 4-4: Diocesan Safe Church**

**Schedule B - Adult-to-Participant Minimum Ratio Standard**

**On-site, Day-Time Events/Activities/Programs**

| <b>Age of Participants</b>                    | <b>Group Name</b>  | <b>Minimum Ratio Requirement</b> |
|---|--------------------|----------------------------------|
| 0 – 18 months                                 | Children (Infants) | 2 adults to 6 children           |
| Older than 18 months,<br>Younger than 2 years | Children (Infants) | 2 adults to 6 children           |
| 2 years and older,<br>Younger than 5 years    | Children           | 2 adults to 10 children          |
| 5 years and older,<br>Younger than 14 years   | Children           | 2 adults to 15 children          |
| 14 years and older,<br>Younger than 19 years  | Youths             | 2 adults to 15 children          |
| 19 years and older                            | Vulnerable Adults  | 2 adults to 10 vulnerable adults |

**Off-Site Day Excursions and Over-Night Events**

| <b>Participants</b>             | <b>Off-Site Day Excursions</b>    | <b>Overnight Events</b>           |
|---------------------------------|-----------------------------------|-----------------------------------|
| Ages 4 or under                 | 2 adults per group of 10          | Not permitted                     |
| Ages 5 - 6                      | 2 adults per group of 12          | 2 adults for 10 children          |
| Ages 7 - 8                      | 2 adults per group of 12          | 2 adults for 10 children          |
| Ages 9 –10                      | 2 adults for every 15 children    | 2 adults for every 10 children    |
| Ages 10 – 13                    | 2 adults for every 15 children    | 2 adults for every 10 children    |
| Ages 14 – 18                    | 2 adults for every 15 youth       | 2 adults for every 10 youth       |
| Vulnerable adults<br>(Age > 18) | 2 adults per 10 vulnerable adults | 2 adults per 10 vulnerable adults |

**Anglican Church of Canada  
Diocese of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Schedule C– Program Waiver and Medical Release Form**

**Note: Before an off-site or overnight activity, event or program, the Leader shall secure the original of this Program Waiver and Medical Release form in a safe location, provide a copy to the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporation or Diocesan Camp, as appropriate, and keep a second copy with him/her while on the activity.**

Organization Name: \_\_\_\_\_

Description and location of Activity: \_\_\_\_\_  
\_\_\_\_\_

Departure date/time: \_\_\_\_\_ Returning date/time: \_\_\_\_\_

Full Name of participant:

\_\_\_\_\_

|       |      |
|-------|------|
| First | Last |
|-------|------|

Birth date (N/A for adult): \_\_\_\_\_

Full Address: \_\_\_\_\_  
\_\_\_\_\_

Parent/guardian/caregiver name(s): \_\_\_\_\_

Phone number(s) where parent/guardian may be reached when trip is taking place:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Does the participant have any allergies and/or medical intolerances, dietary restrictions, and/or other medical conditions?    Yes     No

If yes, please list and explain: \_\_\_\_\_  
\_\_\_\_\_

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List all prescribed and naturopathic medications presently received:

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**Billet Information:**

Name of Billet: \_\_\_\_\_

Civic Address: \_\_\_\_\_

\_\_\_\_\_ (include Postal Code)

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
(area code) xxx-yyyy (area code) xxx-yyyy

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(area code) xxx-yyyy

**Emergency Contact (other than Parent/ Guardian/ Caregiver)**

Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Secondary: \_\_\_\_\_  
(area code) xxx-yyyy (area code) xxx-yyyy

Email: \_\_\_\_\_

The participant must be covered by provincial health insurance or equivalent medical coverage. If the trip is out of province, please give insurance information, and/or provincial Medicare number:

Insurance Provider: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Medicare Number (Province/Territory): \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
(if available)

All reasonable precautions for the safety and health of the participant will be taken. He/she will be properly supervised in activities. In the event of accident or sickness, \_\_\_\_\_, its staff and volunteers are released from any liability.

In the event of injury requiring medical attention I, \_\_\_\_\_, authorize treatment for the participant and understand that reasonable attempts will be made to contact me, or my alternate contact, should such a situation occur.

In the event that travel or activities take place outside this province, I understand that any medical costs incurred involving the participant are my responsibility.

**Signatures:**

Parent/Guardian's Signature:

\_\_\_\_\_

Parent/Guardian's Name (PRINT):

\_\_\_\_\_ Date: \_\_\_\_\_

Leader's Signature: \_\_\_\_\_

Leader's Name (PRINT):

\_\_\_\_\_ Date: \_\_\_\_\_

**Anglican Church of Canada  
Diocese of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Schedule D– Accident/Medical Incident Report Form**

Organization Name: \_\_\_\_\_

Report date: \_\_\_\_\_ Time of report: \_\_\_\_\_

**CONFIDENTIAL**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M  F   
(not applicable for adult)

Full Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Parent/Guardian or Caregiver: \_\_\_\_\_

Notified: Yes  No

If yes, date/time/nature of notification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

(If different from above)

Phone number: \_\_\_\_\_  
(If different from above)

Date/time and location of incident: \_\_\_\_\_

Description of incident: \_\_\_\_\_

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Names/contact information of witnesses: \_\_\_\_\_

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Description of injuries sustained: \_\_\_\_\_

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Description of action taken: \_\_\_\_\_

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Additional information including any direct quotes form participants or witnesses:

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Direct quotes from child/youth/adult: (Note: If this is an abuse allegation, do not interview the child/youth but report only the comments they share with you.)

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**I hereby confirm that the information provided in this report is accurate to the best of my knowledge.**

Name of Person making report (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone/ Number: \_\_\_\_\_

Address: \_\_\_\_\_

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Date: \_\_\_\_\_



**Police Records Check:**

A Police Records Check (PLC) will be required for every Employee, Lay Leader or Volunteer accepted for a program or ministry position. If you are considered for a position, a letter requesting a Police Record Check will be provided to you to take to the local policing authority and you will be required to declare on the PLC application the following: ***I expect to work with, or come into contact with, children, youth and/or vulnerable adults in a Church program setting.***

Do you have any known barriers or conflicts of interest that may affect your ability to carry out the duties?

No     Yes, Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

Please provide the names of three references, excluding relatives, with one reference from your church. Please note: all references will be called if you are considered for a position.

1. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

2. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

3. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_



## CANDIDATE REFERENCE CHECK

**Applicant:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Interviewer:** \_\_\_\_\_

Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Date and Time This Reference Was Contacted: \_\_\_\_\_

**Introductory Information:**

- Identify yourself.
- State reason for contacting individual - applicant has used the person as a reference.
- State information obtained will not be disclosed to the applicant or any third party.
- Information will be held in confidence.
- Provide overview of position.

1. How long have you known the applicant, and what is the nature of the relationship?

\_\_\_\_\_

\_\_\_\_\_

2. How would you rate him/her on a scale of 1-5 (low-high) in these various areas, please provide comments if you wish:

Communication/People skills \_\_\_\_\_

Technological skills \_\_\_\_\_

Interpersonal skills \_\_\_\_\_

Initiative/Motivation \_\_\_\_\_

Work habits/Ability to handle stress \_\_\_\_\_

Leadership skills \_\_\_\_\_

Personal integrity \_\_\_\_\_

3. Can you think of a specific occasion in which he/she has performed beyond/below your expectations?

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4. If there is one skill he/she would need to develop, what would it be and what action would be necessary?

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5. Have there been any absenteeism or punctuality concerns related with this individual?

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6. Do you feel he/she is well suited to this type of work (position applied for)? Why?

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7. Would you recommend this applicant for a position of this nature? Yes  No

8. General Comments:

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**Anglican Church of Canada  
Diocese of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Schedule G – Diocesan Covenant and Care Form**

**Name:** \_\_\_\_\_

**Office / Position:** \_\_\_\_\_

**Part One:**

I have read the Diocesan Safe Church Regulation of the Diocese of Fredericton and agree to comply with this Regulation.

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Day/Month/Year)

**Part Two:**

I have completed the training for the Diocesan Safe Church Regulation of the Diocese of Fredericton and agree to comply with this Regulation.

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Day Month/Year)

**Part Three:**

I confirm that \_\_\_\_\_ has completed the training for the Diocesan Safe Church Regulation of the Diocese of Fredericton.

Trainer: \_\_\_\_\_  
(Please print name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Month/Year)

**Anglican Church of Canada  
Diocese of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Schedule H – Diocesan Safe Church Regulation Training Certificate**



This is to certify that

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has participated in training on  
The Diocesan Safe Church Regulation  
Of The Anglican Diocese of Fredericton

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Anglican Church of Canada  
Diocese of Fredericton

Regulation 4-4: Diocesan Safe Church

Schedule I – Diocesan Safe Church Regulation Refresher Training Certificate



This is to certify that

\_\_\_\_\_

has completed refresher training on  
The Diocesan Safe Church Regulation  
Of The Anglican Diocese of Fredericton

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Anglican Church of Canada  
Diocesan Synod of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Schedule J- Diocesan Staff Performance Review**

Each staff member should have a review at least annually. The purpose of the review is to:

- Recognize and value what the staff member has accomplished and his/her impact on the work of the organization.
- Allow a structured environment for staff member and supervisor to communicate openly about job performance, present job description, expectations and compensation issues.
- Identify a plan that the staff member can pursue to improve performance, identify training/educational needs and/or plan objectives/goals for the future.

**Recommended procedure:**

1. At least one hour at a mutually agreeable time should be set aside for the review discussion as listed on the worksheets (Sections A and B).
2. Staff member completes Section A based on current job description. If none exists, this will assist in the development of one. Staff member returns Section A to supervisor.
3. Supervisor completes Section B based on current job description or expectations. Supervisor returns Sections A and B to staff member and arranges a time for the interview.
4. Supervisor conducts the review interview with each staff member. The interview should develop clear understanding, plan for growth, and plan for improvement
5. Supervisor completes formal summary statement of the review and interview and provides staff member opportunity for additional comments on final draft. Staff member keeps a copy and the original is kept in the staff member's personnel file.

**PERFORMANCE REVIEW WORKSHEET**  
**SECTION A: SELF EVALUATION**

Name of staff member: \_\_\_\_\_

**Review Job Description** and comment on the following in light of the job description or present understanding of expectations.

1. Am I actually doing what the job description/expectations indicates? The major components of my present responsibilities are:

2. Changes I would like to see in my job description to give a more accurate description of my responsibilities are:

3. Do my gifts, training, and abilities contribute effectively to what the Bishop and Synod need? If so, how is this demonstrated?

(If not, what do I need?)

4. Do I have the ability to plan for the future, be realistic, organize and share plans and vision with others effectively? How is this demonstrated?

(If not, what would assist me?)

5. a) My major accomplishments this past year were:

b) Areas I hope to improve next year include:

6. Am I positive in my approach, treat my co-workers in an open, respectful manner? Do I work collaboratively toward the mission of the Diocese? How is this demonstrated?

Further Comments:

This self-evaluation worksheet is in preparation for the formal evaluative interview with the Supervisor. Upon completion of the interview, the Supervisor will write a summary statement including a plan for the future. Please provide your comments and signature in Section C-II.

Date: \_\_\_\_\_

**PERFORMANCE REVIEW**  
**SECTION B: SUPERVISOR EVALUATION**

Name of person being evaluated: \_\_\_\_\_

Position: \_\_\_\_\_

Person Evaluating: \_\_\_\_\_

**Review Job Description** and comment on the following in light of the job description:

1. Is staff member actually doing what his/her job description or expectations indicates? Explain the major components of his/her responsibilities.

2. What changes are needed in the job description in order to provide a more accurate description of the staff member's responsibilities?

3. Are his/her gifts, talents, and training what the Bishop and Synod need? How is this demonstrated? (If not, what do I need to encourage?)

4. Does the staff member have the ability to plan for the future, be realistic, organize, and share plans and visions with others effectively? How is this demonstrated? (If not, what do I feel would be helpful?)

5 a. Staff member's major accomplishments this past year.

b. Areas that need to be improved next year.

6. Discuss opportunities for training, development.

7. Is staff member positive in his/her approach, treat their co-workers in an open, respectful manner? Does he/she work collaboratively toward the mission of the Diocese?

Further Comments:

This evaluation worksheet is in preparation for the formal evaluation interview with the staff member. After this interview, supervisor will complete Section C-I of the Summary Sheet. At this time, any changes in the job description should be made for the next year. Be sure to provide time for staff member comments and signature.

Date: \_\_\_\_\_

***PERFORMANCE REVIEW***  
***SECTION C: STAFF MEMBER SUMMARY SHEET***

Name: \_\_\_\_\_

Position: \_\_\_\_\_

I. Supervisor: Complete summary statement after the formal evaluative interview. Be sure to include summary of discussion, revised job description and plans for the future.

II. Comments by staff member:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff member's Signature\* \_\_\_\_\_ Date: \_\_\_\_\_

\* I understand that my signature does not necessarily indicate agreement with the evaluation. I acknowledge that my supervisor has reviewed and discussed this review with me.

**Anglican Church of Canada  
Diocese of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Schedule K – The Diocesan Facilities Checklist**

|   | <b>Adequate</b> | <b>Plan for improvement</b> |
|---|-----------------|-----------------------------|
| Are railings at the right height for children?  |                 |                             |
| Are stairs/steps safe?  |                 |                             |
| Are bathrooms easily accessible?  |                 |                             |
| Are toilets accessible for children and people with disabilities?   |                 |                             |
| Are exits clearly marked?   |                 |                             |
| Are exits doors unlocked from the inside?   |                 |                             |
| Can exits, especially basements exits, be released from inside?   |                 |                             |
| Are floors, especially around entrances, resistant to slipping?   |                 |                             |
| Is the nursery cleaned and vacuumed after each use?   |                 |                             |
| Are used diapers disposed of immediately after each nursery use?  |                 |                             |
| Are there windows in doors or split doors? If this is not feasible for a nursery, are safety gates used in open doorways? |                 |                             |
| Are nursery toys washed regularly in a solution of one tablespoon household bleach to one gallon warm water?              |                 |                             |
| Are signs posted reminding people to wash hands?  |                 |                             |
| Is there a well-stocked first aid kit? Is it easily accessible?   |                 |                             |
| Have you consulted with an appropriate health care worker about a first aid kit?  |                 |                             |
| Are fire extinguishers in proper locations?   |                 |                             |
| Are there fire/emergency escape maps in each room?  |                 |                             |
| Is there regular practice for fire/emergency escape?  |                 |                             |
| Are there smoke detectors?  |                 |                             |
| Is there a locked metal cabinet?  |                 |                             |



**Anglican Church of Canada  
Diocese of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Schedule L – Minimum Safety Standards and Practices**

In consultation with local or regional fire prevention agents for current, minimum safety standards and practices:

- 1) Each Church facility shall include working smoke detectors in designated locations;
- 2) Each Fire and Emergency Exit of the facility shall be equipped with a functioning inside-release “crash bar” on the doors if practical, taking into account the age and design of the building;
- 3) Prepare a *Fire and Emergency Evacuation Plan* for each Church facility in the Diocese.
- 4) Post a *Fire and Emergency Evacuation Map* in each room of each Church facility:
  - a) Indicate the locations of each emergency exit of the facility;
  - b) Establish and indicate the locations of ***Emergency Muster Area(s)***; safe places to gather in the event of an evacuation;
  - c) Indicate locations of wall-mounted fire alarms within the facility, if so equipped;
  - d) Indicate locations of a public telephone in the facility, if so equipped;
  - e) Indicate the locations of ***fire extinguishers***, and ensure each is adequately charged and inspected by a qualified technician once per year, or as often as directed by the local Fire Marshal.
- 5) Provide orientation and training for all leaders of the organization, and of all community groups who are approved to use the facility, on the *Fire and Emergency Evacuation Plan, the Fire and Emergency Evacuation Maps, and Emergency Muster Area(s)*.
- 6) Ensure orientation and training is conducted for all users of the facility on the *Fire and Emergency Evacuation Plan, the Fire and Emergency Evacuation Maps, and Emergency Muster Area(s)*.
- 7) Ensure each Church program and each community group that uses the facility practices an Emergency Evacuation Drill once per year, or as often as directed by the local Fire Marshal.

- 8) For each facility, prepare a list of those individuals who may need assistance in the event of an emergency; maintain that list current and store in a secure place on the facility.
- 9) In the event of a fire or other emergency, the program leader(s) shall:
  - a) Immediately escort all able people involved in the program on that day, including any visitors and guests, safely to the designated Emergency Muster Area(s); and
  - b) Seek assistance and call the Emergency Number, 911;
- 10) In the event of a person being unable to evacuate due to injury or incident, then:
  - a) Assign one responsible adult to remain with the injured person;
  - b) Immediately seek assistance by calling the Emergency Number, 911;
  - c) Seek assistance from a qualified First Aid Provider if one is available.
- 11) Do not leave the injured person alone until qualified assistance has arrived, unless your personal safety is seriously at risk.

**Anglican Church of Canada  
Diocese of Fredericton**

**Regulation 4-4: Diocesan Safe Church**

**Schedule M – Diocesan Washroom Standard**

**General**

- 1(1) Each Leader shall inform parents and caregivers to take their children (instruct their youth) to visit the washroom prior to each class, service or activity.
- 1(2) The communication given in s. 1(1) shall be made at the beginning of the church program and to any new entrants to the program.
- 1(3) The communication given in s. 1(1) shall be made during the month of September for year-over-year church programs (e.g. Sunday School).

**Minimum Physical Standard**

- 2(1) Each church facility shall have a functioning washroom, in accordance with Part 3, s. 38(1) ([Washroom Standards](#)) of this Regulation, unless prohibited by age or size of the building and access to services.
- 2(2) Each church facility and each off-site facility used for a Church program shall include the accommodations and minimum equipment requirement for persons with physical disabilities as specified in s. 5(1) of this Schedule.

**Nursery Children (Infants)**

- 3(1) A Leader or Volunteer shall complete diaper changing in the nursery, or other suitable location.
- 3(2) A trained youth may assist in diaper changing.

**Preschool – Grade 2 Children**

- 4(1) Two adults shall escort a child or group of children to a washroom.
- 4(2) Where two adults are not available to escort a child to a washroom, either a trained youth or the child's parent or guardian shall be appointed to assist with washroom and security duties.
- 4(3) Where only one child is using the washroom, a Leader, an adult Volunteer or a trained

youth shall escort the child to the washroom, prop the outside door open, remain outside the washroom door and wait for the child before escorting him or her back to the classroom.

- 4(4) When a child needs assistance in the washroom, an adult may enter the washroom cubicle to assist only when a second adult or trained youth is within visual contact.

### **Persons with Disabilities**

- 5(1) Except where prohibited by the age or design of the Church facility, the Diocesan Synod, Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps shall provide barrier-free accommodations and meet the following minimum equipment requirements to a person with a physical disability who is registered in the Church activity, event or program:
- a) A ramp to the entrance of the building, if there is a difference greater than two inches (2”) in elevations between the threshold of the access door of the building and the ground;
  - b) An elevator, chair-lift, or other similar equipment suitable to safely elevate a person, who may be in a wheel chair, or use a walker or a cane, from one floor to another of the building if required;
  - c) An enlarged washroom stall sufficient to accommodate the person and her/his wheelchair;
  - d) Appropriate hand-rails affixed securely near to each the toilet and the sink.
- 5(2) The Leader of the Church activity, event, or program, or a designated person who is knowledgeable of the requirements specified in s. 5(1), shall inspect the washroom facility and confirm that the equipment and any other accommodation required by this Schedule are in place, safe and secure.
- 5(3) The Leader shall arrange for the repair or correction of any deficiency with the washroom facility at the earliest opportunity following its discovery.

### **Criteria for Excluding a Facility from Use in a Church Activity**

- 6 A Leader shall not conduct or deliver a church activity, event or program in any building or facility that has a known, outstanding deficiency for a washroom that is identified in s. 2(1) and/or s. 2(2) of this Schedule and cannot be repaired or corrected prior to the start of the activity, event or program.

**Anglican Church of Canada  
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**Regulation 4-4: Diocesan Safe Church**

**Schedule N – Agreement to Use a Diocesan Facility**

1 Name of the Group: \_\_\_\_\_  
(Print, “The Tenant”)

2 Name of the Diocesan/Cathedral/Parish Facility Owner:  
\_\_\_\_\_  
(Print, “The Facility Owner”)

3 Name and full Civic Address of the Facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4 Basic Description of the Facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following terms and conditions are agreed upon by the Tenant and the Facility Owner:**

**Agreement Period**

5 It is agreed that the Facility may be made available and used by the Tenant as specified by the following conditions of meeting time(s), meeting day(s), the Start Date and End Date:

5(1) TIME: From: \_\_\_\_\_ a.m. / p.m. To: \_\_\_\_\_ a.m. / p.m. (Typical)

5(2) Meeting Day(s) of the Week the facility will be used (specify each day):  
\_\_\_\_\_  
\_\_\_\_\_

5(3) START DATE: From: \_\_\_\_\_, 20\_\_  
END DATE: To: \_\_\_\_\_, 20\_\_

Not to exceed 24 months in duration; May be renewed upon mutual agreement by both parties.

5(4) The Tenant shall request in advance to use the church facility on a different meeting time and/or meeting day of the week.

### **Cost to Use Facility**

6(1) Type of User:

- Internal Church Group
- Diocesan Group or Group from another Parish Church
- Non-Church Group, Charity
- Non-Church Group, Non-charity

6(2) Tenant's Cost to Use of Facility is set at \$ \_\_\_\_\_ plus applicable taxes, to be paid in full not later than \_\_\_\_\_ weeks before the start date specified in s. 5(3).

6(3) If applicable a down-payment of \$ \_\_\_\_\_ will be required to secure the booking and is due upon acceptance of the terms of the agreement.

### **Damage Deposit:**

7 The Tenant agrees to pay the Facility Owner prior to the Start Date [s. 5(3)] a damage/security deposit of \$ \_\_\_\_\_ (mandatory minimum of \$25.00); this amount will be returned to the Tenant following the End Date [s. 5(3)] of the agreement provided that:

- a) The Facility has been vacated on or before the End Date, and the Facility is clean to the Facility Owner's satisfaction (the Facility Owner shall act reasonably in this regard);
- b) No damage has been done to the Facility or to Owner owned equipment and materials (e.g. kitchen facilities and equipment, audio-visual equipment; library materials), and;
- c) No money remains due to the Facility Owner at this time.

**Facility Keys**

8 The Facility Owner shall provide the Tenant with access to the facility, including a key or set of keys, if and as required; any issued key(s) shall be returned immediately upon completion of the activity or program, or on the End Date [s. 5(3)]; No key shall be copied.

8(1) Description of Key(s) Issued to the Tenant (Specify the doors): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8(2) Key(s) issued on: \_\_\_\_\_ Number of keys issued: \_\_\_\_\_  
(yyyy/mm/dd)

Keys issued to: \_\_\_\_\_  
Print the Name of the person receiving the key(s)

**Kitchen Facilities**

9 Use of Kitchen Facilities by the Tenant (Choose one option only):

- 1. Unrestricted use of all equipment, materials and supplies in the kitchen.
- 2. Kitchen facilities are neither available nor accessible to the Tenant.
- 3. Restricted use of kitchen facilities, as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Audio-Visual Equipment**

10 Use of Audio-visual (A/V) Equipment by the Tenant (Choose one option only):

- 1. Unrestricted use of all A/V equipment.
- 2. A/V Equipment are neither available nor accessible to the Tenant.

3. Restricted use of A/V Equipment, as follows:

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### **Clean-up of Facility**

- 11(1) The Facility Owner agrees that the Facility shall be clean on the Start Date [s. 5(3)] of this Agreement.
- 11(2) The Tenant agrees that the Facility shall be clean to the satisfaction of the Facility Owner on the End Date [s. 5(3)] of this Agreement.

### **Respectful Use of Facility**

- 12 The Tenant shall not use or permit to be used any part of the Facility for any dangerous, noxious or offensive trade or business and not to cause or maintain any nuisance in, at or on the Facility.

### **Rules and Regulations**

- 13(1) The Tenant agrees to comply with all rules, regulations and/or Facility Owner standards with respect to the use, care and security of the Facility of which the Facility Owner makes the Tenant aware either before or during the Agreement Period (s. 5).
- 13(2) The Tenant agrees it shall ensure all of its Leaders, staff (paid and unpaid), and other volunteers read the rules, regulations and/or Facility Owner standards provided under s 13(1) before the Start Date of the Agreement [s. 5(3)].
- 13(3) Failure of the Tenant to comply with standards and requirements specified in s 13(1), at the sole discretion of the Facility Owner, may result in an immediate cancellation of this Agreement with no reimbursement of rent and/or no other remedy available to the Tenant.
- 13(4) It is also agreed that failure of a leader, a staff (paid and unpaid) person, a volunteer, a person registered in the Tenant's program, or a person who is under the Tenant's charge or responsibility, to comply with standards and requirements specified in s.13(1), at the sole discretion of the Facility Owner, may result in an immediate cancellation of this Agreement with no reimbursement of rent and/or no other remedy available to the Tenant.



## **Indemnification**

- 14(1) The Tenant agrees to indemnify and save harmless the Facility Owner and the Diocese of Fredericton from any and all liabilities, fines, suits, claims, demands, costs and actions of any kind or nature whatsoever for which the Facility Owner shall or may become liable, or suffer by reason of any breach, violation or non-performance of the Tenant's obligations hereunder or any loss, damage, or death resulting from, occasioned to or suffered by any person or persons, or any property, by reason of any neglect or default on the part of the Tenant, or any of its agents, customers, employees, staff, servants, contractors, licensees or invitees; such indemnification in respect to any such breach, violation, non-performance, damage to property, loss, injury or death occurring during the term of this Agreement shall survive any termination of this Agreement, anything in this Agreement to the contrary notwithstanding.
- 14(2) The obligations of the Tenant hereunder to indemnify and save harmless the Facility Owner as per s. 14(1) shall not apply when the matters giving rise to such obligation(s) have been caused by:
- a) Negligence solely on the part of the Facility Owner;
  - b) A breach solely by the Facility Owner of a material covenant of the Facility Owner under this Agreement.

## **Damage to or Loss of Facility Owner Property**

- 15(1) The Tenant agrees to be liable for any and all damage to, or loss of the Facility or other property of the Facility Owner while the Tenant uses the Facility, unless the damage or loss is caused by the Facility or its Owners.
- 15(2) The Tenant agrees to perform an inspection of the Facility (s. 2- 4) within seven (7) days after the Start Date of this Agreement [s. 5(3)].
- 15(3) The Tenant agrees to report immediately to the Facility Owner, upon the discovery caused by the inspection referred to in s. 15(2), of any existing and visible damage or loss associated with or to the Facility.

**Insurance**

- 16(1) The Tenant agrees to provide the Facility Owner with a Certificate of Liability Insurance covering the Tenant in respect of the Facility and its operations therein, shall not be less than that set out in [Diocesan Minimum Insurance Standards](#).
- 16(2) The insurance liability limit(s) specified in the certificate referred to in s. 16(1) shall be for each single event causing injury, death or damage to a person, persons or property.
- 16(3) Such liability insurance shall be written with the Facility Owner as an additional insured and the Tenant as the named insured as their respective interests may appear.
- 16(4) Each insurance policy obtained by the Tenant, so as to fulfill the requirements stated in s. 16(1), shall contain waivers of subrogation.

**Cancellation of Agreement**

- 17(1) Either Party may cancel this Agreement with a minimum of thirty (30) days prior written notice.

Cancellation Date of the Agreement: \_\_\_\_\_  
(yyyy/mm/dd)

Who initiated the Cancellation? \_\_\_\_\_  
Specify One: "Facility Owner", "Tenant", "Both Parties"

- 17(2) For the purpose of this Agreement, the Cancellation Date of the Agreement shall replace and supersede the End Date of the Agreement as specified in s. 5(3).

**Emergency Contact Information**

- 18(1) ***The Facility Owner's Primary Emergency Contact Person:***

Name: \_\_\_\_\_  
Print full name

Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

***The Facility Owner's Back-up Emergency Contact Person:***

Name: \_\_\_\_\_  
Print full name

Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

18(2) The Tenant's Emergency Contact Person will be (a minimum of one person):

***The Tenant's Primary Emergency Contact Person:***

Name: \_\_\_\_\_  
Print full name

Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

***The Tenant's Back-up Emergency Contact Person:***

Name: \_\_\_\_\_  
Print full name

Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Approval of Agreement**

- 19(1) In accordance with Diocesan Canon Six, section 10, two signatures from authorized persons from each Party shall sign and approve this agreement;
- 19(2) By signing this agreement, we agree to comply to the terms and conditions aforementioned above, and to immediately report any deviation to or violation of the terms and conditions aforementioned to the other party:

**The Facility Owner:**

|                   |                   |
|-------------------|-------------------|
| _____             | _____             |
| Name (print)      | Name (print)      |
| _____             | _____             |
| Title             | Title             |
| _____             | _____             |
| Date (yyyy/mm/dd) | Date (yyyy/mm/dd) |

**The Tenant:**

|                   |                   |
|-------------------|-------------------|
| _____             | _____             |
| Name (print)      | Name (print)      |
| _____             | _____             |
| Title             | Title             |
| _____             | _____             |
| Date (yyyy/mm/dd) | Date (yyyy/mm/dd) |