

United Church Community Ministry Standards Self-Assessment Tool

Facility Name:	
Conference:	
Presbytery	
Site Address:	
Phone:	
Mailing Address:	
Primary Contact:	
Contact Phone:	
Contact E-mail:	
<p>To assist in understanding the ministry that is offered, please feel free to provide a brief description of the services and/or the community/groups who access the services:</p> 	
Demographics (check all that apply):	
<input type="checkbox"/> Women	<input type="checkbox"/> Men
<input type="checkbox"/> Youth	<input type="checkbox"/> Children
<input type="checkbox"/> Seniors	<input type="checkbox"/> Families
Special Licensing (please specify):	
Comments:	

Please answer the following self-assessment as honestly as possible. The purpose of this process is to help us gain an understanding of where people are in the process and common areas where help may be needed, and to develop a visit schedule starting in 2010. It is also a self-check for your ministry to determine where you are in the preparation process.

If you would like an electronic version of the document, please contact Kathie Murphy via e-mail at kmurphy@united-church.ca.

Self-Assessment Tool

A. Mission Statement			
1. Develop a Mission Statement	YES	NO	N/A
Taking into account the above theological rationale, the community ministry has a mission statement, developed in collaboration with its governing body, staff, volunteers, and community participants, that reflects the overall goals and direction of the ministry.			
Please provide the organization's mission statement.			
2. Review the Mission Statement			
In order to keep the mission statement a living document, it is reviewed, at minimum, every three years and revised as necessary to reflect the organization's strategic planning and visioning for the future as it continues to strive to meet the needs of the community.			
Demonstrate through board minutes or other means that the mission statement is reviewed every three years and revised as necessary.			
Comments:			

B. Accountability			
1. Organizational Structure	YES	NO	N/A
The community ministry that holds itself out as being connected with or in any way related to The United Church of Canada is organized in a way that is compatible with <i>The Manual</i> and accountable to a court of the church.			
Demonstrate how the community ministry is compatible with <i>The Manual's</i> requirements for organizational and court accountability.			
2. Incorporation			
a) Community ministries that <i>are separately incorporated</i> must meet the requirements set out in <i>The Manual</i> as well as the requirements for a non-profit corporation within the province or territory in which they are located.			
Please provide a copy of the Letters of Incorporation and the current bylaws.			
b) Community ministries that are <i>not</i> incorporated, and are under the umbrella of The United Church of Canada, must have a responsible board or council (herein referred to as the "governing body"), approved by the court of the church to which the ministry is accountable. While ultimate accountability rests with the governing body (i.e., board or council and in some cases presbytery or Conference), some duties of accountability may be delegated to appropriate committees.			
Please provide the guidelines by which the governing body operates, including the reporting and accountability lines.			
3. Members of the Governing Body			
The composition of the governing body shall comply with the provisions of <i>The Manual</i> of The United Church of Canada.			
Please provide the minutes of the meeting of the appropriate court approving the current directors, indicating United Church of Canada affiliation where applicable.			
4. Duties of the Governing Body			
The governing body ensures the community ministry meets any licensing requirements of the jurisdiction in which the community ministry is located.			
Please provide evidence of required licensing.			
5. Annual Reporting			

The community ministry's governing body ensures that the following documents are prepared and kept:			
• an annual report prepared at the end of each year's operations summarizing program operations and activities			
• a current listing of governing body members			
• a current audited financial statement, or an independently verified financial statement			
• an annual statement detailing the type and level of insurance coverage			
Please provide copies of the above documents.			
6. Privacy Statement			
a) The community ministry is in compliance with federal (PIPEDA) and provincial privacy legislation including the development of a privacy policy.			
Please provide a copy of the privacy policy.			
b) The community ministry has an individual identified as its privacy officer.			
Please indicate the position assigned to the privacy officer responsibilities.			
c) The community ministry has a process in place to address complaints regarding the use of information.			
Please provide a copy of the complaint process regarding privacy issues			
d) Records are retained in a secure place to protect confidential files.			
Please demonstrate how records are secured.			
7. Recordkeeping, Public Accountability, and Archiving			
a) Annual reports, audited or independently reviewed annual financial statements, and original insurance policies are retained in perpetuity.			
Please demonstrate how and/or where these documents are stored.			
b) Annual reports, financial statements, and original insurance policies are available to the appropriate church courts, to funders, and to the general public upon request.			
Please demonstrate the availability of these documents to these audiences.			
c) Financial records and minutes of meetings of the governing body are kept for seven years.			
Please demonstrate how and/or where these documents are stored.			
d) A policy and procedure for culling files and the destruction of paper and electronic records is established and employed.			
Please provide a copy of the policy.			
e) Prior to disposal, all computer hard drives/electronic devices will be reformatted or other means taken to ensure security of confidential information.			
Please provide the policy/procedures for disposing of hard drives and or electronic devices.			
Comments:			

C. Relationships and Partner Organizations			
1. Partner Organizations	YES	NO	N/A
a) Where a ministry enters into a partnership or relationship with other faith or humanitarian organizations for the purposes of coordination of services, sharing resources, or otherwise, the parties have a written agreement that clearly sets out the rights and responsibilities of all			

parties and establishes mutual accountability.			
Please provide a copy of the written agreement(s) with partner(s).			
b) Partnership agreements with other faith or humanitarian organizations identify the legal employer of any staff reporting to the partners.			
Please provide a sample.			
Comments:			

D. Staffing Standards (for Staff, Volunteers, and Students)			
1. Orientation and Training	YES	NO	N/A
a) The community ministry			
• complies with federal, provincial, and territorial human rights codes and employment legislation as it applies to all areas of the work relationship and environment, particularly with regard to recruitment, hiring, and termination			
• complies with the provisions of <i>The Manual</i> pertaining to paid accountable staff in a covenanted relationship			
• provides staff, students, and volunteers with orientation, training, supervision, and regular performance evaluation			
Please describe the processes and provide related policies.			
2. Screening			
a) Each staff position of the community ministry has a formal written job description that is referred to in the hiring, supervision, and evaluation of all staff.			
Please provide job descriptions for all positions.			
b) All staff positions, student and structured volunteer positions, and occasional resource positions (where appropriate) of the community ministry are assessed for the degree of risk the position poses to vulnerable persons. A written job description includes the risk assessment of the position and the recommended level of screening.			
Please identify the process used for risk assessment and determining the level of screening required.			
c) References are checked before any position is offered to an applicant.			
Please provide evidence that references are checked for all positions.			
d) All ministry personnel (ordered, diaconal, lay) provide a police records check (PRC). All paid accountable staff, students, and volunteers provide a police records check (PRC) where the risk assessment determines the need.			
Please provide evidence (MEPS form) that police records checks have been done and are current.			
e) The police records check (PRC) is to be renewed in accordance with United Church of Canada policy at minimum.			
Please provide evidence that police record checks are being renewed accordingly.			
f) The community ministry maintains a personnel file for each staff person that contains			
• verification that a police records check has been done (where applicable)			
• evidence of completion of reference checks			
• a copy of the employment contract and/or call or appointment form			
• performance evaluations			
• personal salary and benefits information			
All personnel information is kept in a secured location.			

Please demonstrate how and where personnel files are kept.			
3. Racial and Sexual Harassment and Abuse			
a) The community ministry has adopted and circulated to all staff, students, and volunteers a policy on sexual harassment and abuse that meets or exceeds the current United Church of Canada policy.			
Please provide a copy of the current sexual harassment and abuse policy.			
b) The community ministry has adopted and circulated to all staff, students, and volunteers a policy on racism that meets or exceeds the current United Church of Canada policy.			
Please provide a copy of the current anti-racism policy.			
4. Orientation and Training (for Staff, Students, and Volunteers)			
a) The community ministry has a process in place to ensure that all staff, students, and volunteers receive an orientation program that is timely and documented, and provides initial training and information about the organization including			
• the mission, vision, goals, and objectives			
• programs/services and key personnel			
• roles and responsibilities			
• relevant policies and procedures, including confidentiality, privacy, abuse/harassment and racism, infection control, safety, and emergency preparedness			
Please provide evidence that this orientation process is in place and in practice.			
b) Community ministry staff sign a written acknowledgement having received an orientation to relevant policies and procedures. A copy of this acknowledgement is kept in the staff person's personnel file.			
Please provide evidence that signed acknowledgements are in place and in practice.			
Comments:			

E. Health and Safety			
1. General	YES	NO	N/A
In order to create a safe environment for its participants, staff, volunteers, and students, the community ministry has a health and safety program with guidelines and procedures unique to its particular circumstances, and in compliance with government legislation.			
Please provide an overview of the health and safety program/policies.			
2. Universal Precautions			
a) The community ministry has processes in place in accordance with local health authorities for the handling of blood, bodily excretions, and dirty syringes and prevention of the spread of contagious diseases.			
Please provide evidence that these processes are in place and in practice.			
b) Clean non-sterile gloves are worn to protect workers from any contact with blood, and needles must be disposed of in puncture-resistant containers.			
Please provide evidence that this practice is followed.			
3. Storage of Medications			
The community ministry has procedures for the secure storage of participants' prescription or non-prescription medications entrusted to its care.			

Please provide evidence that medication is properly stored.			
4. Critical Incidents and Risk Management			
The community ministry has a risk management plan that includes			
• copies of legislation relevant to its program areas			
• methods to reduce risk			
• a written critical incident policy with instructions for recording and reporting such incidents, as well as debriefing staff and participants			
Please provide a copy of the risk management plan.			
5. Physical Environment			
a) The community ministry complies with provincial and local fire and safety codes.			
Please provide copies of the last three fire marshal reports/inspections and fire system inspections.			
b) The community ministry complies with legal and regulatory requirements as they pertain to all programs conducted, including but not limited to			
• occupational health and safety			
Please provide copies of safety inspections and incident reports for the last three years.			
• food preparation and storage			
• sanitary codes			
Please provide copies of the last three public health inspection reports.			
• playground standards			
Please provide copies of the last three playground inspection reports.			
c) The community ministry has in place			
• an emergency evacuation plan and regular practice drills			
Please provide evidence of staff training and participation in drills.			
• an emergency preparedness plan			
• a premises and program security plan			
• a cleaning plan			
• a plan for annual physical inspection of the facilities			
Please provide copies of these plans.			
Comments:			

F. Property			
1. Ownership	YES	NO	N/A
a) The community ministry complies with the provisions of <i>The Manual</i> with respect to property (both real property and chattels) held in trust for The United Church of Canada.			
Please demonstrate compliance to the provisions of <i>The Manual</i>.			
2. Rental			
a) All rental agreements for property leased or rented by the community ministry are in writing, the provisions of which are in accord with the terms of <i>The Manual</i> , even if no dollar value is assigned to rent.			
Please provide copies of pertinent rental agreements.			
b) Any lease agreement beyond five years is approved by the community ministry's supervising court of The United Church of Canada.			
Please provide evidence of the approval.			

c) When the community ministry is the renter, a written agreement is established with the property owner as to who is responsible for property, comprehensive, and/or liability coverage.			
Please provide a copy of the written agreement.			
Comments:			

G. Insurance			
1. Comprehensive Insurance	YES	NO	N/A
a) The community ministry has, and can provide evidence of, a comprehensive general liability insurance policy of not less than \$2,000,000, arranged through a licensed insurance broker, plus any other insurance coverage the governing body in consultation with its broker deems necessary, e.g., sexual harassment/abuse liability, counselling.			
Please provide evidence of insurance coverage annually.			
b) The coverage includes The United Church of Canada as an additional insured with respect to any claims arising out of the ministry's program and services.			
Please show that The United Church of Canada is named as an additional insured.			
2. Protection for Staff and Volunteers			
The community ministry provides workers' injury insurance coverage.			
Please provide evidence of workers' injury insurance coverage.			
3. Directors' and Officers' Liability Insurance			
The community ministry has directors' and officers' liability insurance.			
Please provide evidence of the directors' and officers' liability insurance.			
4. Vehicle Insurance			
All vehicles owned by the community ministry have adequate liability insurance coverage.			
Please provide evidence of liability insurance coverage.			
5. Annual Review			
The governing body or delegated staff formally review the adequacy of insurance coverage annually.			
Please provide evidence of the annual review.			
6. Rental Space			
When the community ministry rents out space to a tenant organization, the community ministry			
a) enters into a written tenant agreement signed by both parties specifying			
• the terms and conditions of the rental			
• the insurance coverage to be provided by the tenant, with The United Church of Canada and the community ministry as an additional insured			
Please provide a copy of the tenant agreement(s).			
b) obtains a certificate of insurance from the tenant proving that the tenant has adequate liability and comprehensive general liability coverage.			
Please provide a copy of the certificate of insurance.			
Comments:			