

GLEN MORRIS UNITED CHURCH

GMUC HARASSMENT AND SEXUAL MISCONDUCT POLICY

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GMUC HARASSMENT AND SEXUAL MISCONDUCT POLICY

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GMUC HARASSMENT AND SEXUAL MISCONDUCT POLICY

UNITED CHURCH OF CANADA COVENANT

We affirm: *We are not alone; we live in God's world.*

God intends for all life freedom from abuse and injustice; God desires for all human beings, created in God's image, mutual respect, care, protection, and empowerment.

We believe in God: who has created and is creating, who has come in Jesus, the Word made flesh, to reconcile and make new, who works in us and others by the Spirit. We trust in God.

Sexual misconduct, exploitation, and abuse are destructive to God's people, violating the love we know in Jesus and negating people's ability to develop and use their gifts of creativity and wholeness. We believe God continues to call God's people to love and to respect the Word made flesh, and where there is abused to seek restorative justice and healing.

We are called to be the Church: to celebrate God's presence, to live with respect in Creation, to love and serve others, to seek justice and resist evil, to proclaim Jesus, crucified and risen, our judge and our hope.

God calls us to resist injustice. That call requires us to confess and lament times we have turned away from God's call to love and serve others and from our responsibility to protect the vulnerable, the weak, and those with limited voice. Recognizing that sexual misconduct occurs when one uses one's power to take advantage of the vulnerability of another and recognizing that it is a violation of both individuals and the community, we affirm God's call to the church to be a transforming presence by promoting right relationship within its midst and in the world, in the name of the One who is our judge and our hope.

Some of us are called into leadership in the church. We are set aside and designated as a trustworthy presence among our people. In this leadership role, we have power and authority intended to be used to support the church's ministry and the individuals we serve. When we betray that trust by taking advantage of the vulnerability of someone who seeks our help, it is a particularly extreme form of sexual misconduct. This misconduct undermines the integrity of the whole ministry and the whole church. The hospitality code that we learn from the Jewish and Christian traditions mandates us to protect the vulnerable among us and offer healing and restoration.

It is our responsibility as church in order to maintain the integrity of the church to call to account anyone who uses their position to harm or exploit another. Such a person should not be allowed to represent our church in leadership or to use their status to gain access to vulnerable people.

In life, in death, in life beyond death, God is with us. We are not alone.

Jesus taught God's way of mutuality and respect, calling people to create and sustain life-giving relationships based on the dignity of each person. God is with us, blessing us and calling us to live with respect and care within that blessing.

Thanks be to God

GMUC HARASSMENT AND SEXUAL MISCONDUCT POLICY

POLICY

Glen Morris United Church (GMUC) and The United Church of Canada are committed to providing safe environments for worship, work, gatherings and study. The church will not tolerate any behavior by any person—including but not limited to its members, adherents, ministry personnel, paid church staff, elected officers or lay volunteers—that constitutes harassment, discrimination, sexual misconduct and / or behavior that is violent or threatens violence.

Harassment, sexual assault, discrimination and violence in the workplace are prohibited by federal and provincial laws. These terms have legal definitions in federal and provincial legislation including the Occupational Health and Safety Act (for employees), the Ontario Human Rights Code (for everyone), and the Criminal Code of Canada.

Sexual Misconduct is defined by the united Church of Canada as including sexual harassment, pastoral sexual misconduct and sexual assault.

Harassment is defined by the Ontario Human Rights Code as engaging in a course of vexatious comment or conduct that is known, or ought to be known as unwelcome.

Harassment may involve a wide range of behaviour, from verbal innuendo and subtle suggestions to overt demands and physical abuse, and it includes psychological harassment.

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, or to punish a refusal to comply.

Discrimination on any basis will not be tolerated. Glen Morris United Church provides everyone with equal rights and opportunities in accordance with the Ontario Human Rights Code.

Violence is defined as the exercise of physical force or attempt to cause physical force by a person against another person that causes or could cause injury. It also includes statements or behaviours that it is reasonable for a person to interpret as a threat to exercise physical force against them that could cause physical injury.

Sexual Assault is defined in the Criminal Code of Canada.

Pastoral Sexual Misconduct is defined in the Sexual Misconduct Policy of the Office of Vocation of the United Church of Canada.

There will be zero tolerance for any of these behaviours at Glen Morris United Church

It is everyone's responsibility to raise concerns about harassment, sexually inappropriate behavior, illegal discrimination and /or violence if they witness any of these issues.

Glen Morris United Church developed an appropriate, deliberate and comprehensive screening process for ministry personnel, paid church staff, members, adherents, volunteers, and elected individuals in 2003. This policy was revised in 2007 and will be reviewed every three years in future. The church continues to follow updated Federal and Provincial legislation and United Church of Canada law in this regard.

Clear job descriptions define boundaries and guidelines for the described work and help define risks inherent in each position. (See Risk Management section).

The Ministry and Personnel (M+P) Committee and Search Committee are responsible for undertaking risk assessments for applicants for the position of Order of Ministry in accordance with the United Church of Canada guidelines.

Educational flyers outlining harassment and misconduct policies and appropriate remedial action shall be posted in prominent places on GMUC church property.

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Ministry personnel must complete a “refresher on boundaries training” education program at least every five years, in keeping with United Church of Canada, Office of Vocation policy.

Regular annual risk management screening using Risk Assessment Matrix (RAM) forms is undertaken to assess and manage liability. (See Procedure for completing RAM forms section). Regular audits of the risk management screening process are carried out by the Official Board every three years.

The Board of Trustees purchases and maintains necessary liability insurance. All United Church congregations including Glen Morris United Church have Directors and Officers Liability coverage provided by the United Church of Canada. This protects employees, trustees, volunteers, committee members and any other person acting on behalf of the church for personal liability arising out of actual or alleged negligence, errors, misstatements, or breach of duty in their oversight responsibilities.

The Official Board shall arrange for an educational session every three years. All members of the Official Board are expected to attend. These sessions will cover current applicable Federal and Provincial legislation, United Church of Canada law, the United Church of Canada Faithful Footsteps handbook and its Ten Steps in Screening protocol.

The church takes responsibility for their congregation seriously and therefore uses these tools to perform thorough screening and risk management.

GMUC HARASSMENT AND SEXUAL MISCONDUCT POLICY

DUTY OF CARE WITH CHILDREN'S MINISTRIES AT GMUC¹

Theological Statement

But Jesus called for them and said, "Let the little children come to me, and do not stop them, for it is to such as these that the kingdom of God belongs."

Our church is God's house, where people of all ages can come together for worship, faith formation and service, knowing that they are safe and secure in a community of faith and mission. The church, especially when working with children and teenagers must exercise a "duty of care" to ensure the quality, integrity and safety of its programs and services. We use the image of the body to depict our connection with God and with one another. Our church holds a special responsibility to ensure all members of the body, especially those who are vulnerable, including children and teenagers are protected from harassment, all forms of discrimination, and all types of abuse.

Guidelines for Working with Children & Teenagers

1. Whenever possible, two adults should supervise programs. If this is not possible, it is recommended that a "roaming" adult observe the program on a random basis.
2. There should be an enough difference in age between leaders and children to support an environment of respect.
3. Programs should always be in open, public areas, with no closed doors.
4. In the event an adult becomes alone with a child for an unexpectedly prolonged period, a parent (or legal guardian) of the child or another adult should be requested to join the first adult.
5. No overnight activities or programs will be conducted at Glen Morris United Church.
6. Adults must not seek out opportunities to spend time with a child or teenager "off-site" under any circumstances.
7. Adults should not help children with toileting. For children who need assistance, a parent (or legal guardian) should be called.
8. Children and teenagers must not be transported in the vehicle of an adult affiliated with a church program.
9. A parent (or legal guardian) of children or teenagers attending an activity at the church must provide the leader of the activity with contact information in case of any emergent issue.
10. Leaders of activities must be aware of their responsibilities and know who to contact in the event of any emergency.

¹ Reference: The United Church of Canada "Duty of Care with Children's Ministries" policy.

GMUC HARASSMENT AND SEXUAL MISCONDUCT POLICY

RISK MANAGEMENT

Glen Morris United Church and the United Church of Canada have a legal, moral and spiritual duty to care for and protect participants in all areas of church life. This is a legal principle entitled "Duty of Care". Church groups have been and will be held legally responsible for ensuring reasonable measures are taken to ensure safety. One measure of our "Duty of Care" is to put screening procedures in place to create and maintain a safe environment. These procedures are used in the recruitment and selection of ministry personnel, paid church staff, elected officials and volunteer ministry positions, as well as for ongoing reassessments of these groups. Adopting stringent and consistent screening in our church community is an important way to communicate our protection of all in our care; honouring the image of God in each person; and being a trustworthy community.

Risk management means taking care to consider the possibility that something could go wrong and taking steps to stop, minimize, prevent or eliminate the circumstances that produce the risk. It means accepting the fact that harm is possible, whether by deliberate act of an abusive person, or through carelessness or accident. Since different church activities have different levels of associated risk, solid risk assessments for activities will determine the level of screening required for each activity.

The following screening procedures are used to determine the level of risk in a variety of ministry settings:

1. Job descriptions are produced for ministry personnel, paid church staff positions, volunteer ministry positions, elected officials, committees and groups. These formalize responsibilities, mandatory activities, roles, boundaries of each position, qualifications required, support and supervision, goals, and continuing training opportunities.
PROCEDURE:
 - A. Official Board and committee groups are described in the Glen Morris United Church Governance Document, which is reviewed every three years.
 - B. Job descriptions for ministry personnel are produced by the M+P Committee and reviewed every three years with the input of the incumbent.
 - C. Job descriptions for paid church staff positions are produced by the appropriate committee e.g.: Faith Formation Committee produces the job description for the director of music; Committee of Stewards produces the job description for the church custodian. These job descriptions are also reviewed by the appropriate committee every three years with the input of the incumbent. Upon completion, (initially and every three years) these job descriptions for paid church staff are reviewed by the M+P Committee, which is responsible for administration of these positions. Copies are then filed by the M+P Committee, the appropriate committee and by the secretary of the Official Board.
 - D. Job descriptions for volunteer ministry positions (e.g.: Sunday School Teachers, Pastoral Care Visitors) are produced by the appropriate committee and reviewed every three years with the input of the incumbent(s). Upon completion, these job descriptions are reviewed by the M+P Committee. Copies are then filed by the M+P Committee, the appropriate committee and by the secretary of the Official Board.
2. Risk Assessment Matrix (RAM) forms are useful to gauge the level of risk for ministry personnel, paid church staff, volunteer ministry positions, elected officials, committees and groups. Based upon the score attained for each position, the intensity of screening is individualized. See RAM Form completion procedure.
3. For replacement candidates for existing paid church staff positions or for candidates for new paid church staff positions (e.g. church secretary), the hiring process outlined in the "Ten Steps in Screening" listed in the UCC Faithful Footsteps Handbook will be followed.
4. For new ministry personnel hires, the United Church of Canada "Pastoral Relations: Guidelines for Search and Selection" guide (4/2020) is followed. The Official Board names the members of the Search Committee. Confidentiality is essential in the search process.
5. Ongoing supervision and evaluations are based upon the level of risk in each position. For instance, a member of the committee responsible for the job description of a position would be assigned to oversee the position e.g.: The Committee of Stewards would appoint a supervisor for a church secretary.
6. Follow-up questionnaires or surveys are tools for auditing the strengths of programs and individuals in the church setting. These are performed every three years (last in 2019). These sources of information provide valuable information to confirm our vigilance in providing and maintaining safe environments for all participants.

Refer to the United Church of Canada handbook "Faithful Footsteps (2000)" for further information about screening procedures for risk management.

GMUC HARASSMENT AND SEXUAL MISCONDUCT POLICY

HARASSMENT & SEXUAL MISCONDUCT COMPLAINTS PROCEDURE

If a complaint of any type of harassment, discrimination, violence or sexually inappropriate behavior is received by anyone in Glen Morris United Church, the following procedure must be followed. (In a case of sexual misconduct, the complainant may contact a consultant of the Office of Vocation at the United Church of Canada directly).

- The complaint must be communicated without delay to the Chair of the Official Board or the Clerk of Session.
- If the complaint is being made about ministry personnel, a paid church staff employee, or elected member of the Official Board, the complaint must be forwarded by the Chair of the Official Board or the Clerk of Session without delay to the Ministry and Personnel Committee.
- If the complaint is being made about anyone other than ministry personnel, a paid church staff employee, or elected member of the Official Board, the complaint must be forwarded by the Chair of the Official Board or the Clerk of Session without delay to the Executive Committee of the Official Board.
- A preliminary investigation of the alleged inappropriate behaviour shall be carried out by the Ministry and Personnel Committee or the Executive Committee of the Official Board.
- In the case of a complaint of any type of harassment, discrimination or violence, the case must be managed by the Ministry and Personnel Committee or the Executive Committee of the Official Board in strict accordance with the United Church of Canada "Workplace Violence and Harassment Policy January 2019".
- In the case of a complaint of any type of sexually inappropriate behaviour, the case must be managed by the Ministry and Personnel Committee or the Executive Committee of the Official Board in strict accordance with the United Church of Canada "Sexual Misconduct Prevention and Response Policy and Procedure January 2019".
- In all cases, the Board of Trustees must be notified to communicate the matter to the Insurance Carrier for the church
- **When a complaint of sexual or physical misconduct toward a child or teenager designated by provincial law as a minor is disclosed**, or where there are reasonable grounds to suspect misconduct, the person to whom the disclosure is made must immediately report such misconduct and the information upon which it is based to Family and Children's Services. This agency has the responsibility to investigate the suspected misconduct. The person making this report must also notify the Chair of the Official Board or the Clerk of Session about the complaint. In order that the investigation by Family and Children's Services is not hindered, no representative of The United Church of Canada nor Glen Morris United Church will question the alleged victim, the alleged perpetrator, or any potential witness concerning the investigation while the investigation by Family and Children's Services, and/or the police is being undertaken, or until such time as those authorities indicate such questioning may proceed.²

² References: United Church of Canada "Workplace Violence and Harassment Policy January 2019", United Church of Canada "Sexual Misconduct Prevention and Response Policy and Procedure January 2019", Ontario Family and Children's Services procedure.

GMUC HARASSMENT AND SEXUAL MISCONDUCT POLICY

PROCEDURE FOR COMPLETING RISK ASSESSMENT MATRIX FORMS

1. The Secretary of the Official Board will prepare updated Risk Assessment Matrix (RAM) forms and distribute them to the outgoing chairs of church groups and committees at the time of the Congregational Annual General Meeting. The outgoing chair shall attend the first meeting of the group or committee and present the RAM form to the incoming chair. It is the responsibility of each incoming chair to complete the RAM form with consideration to any new activities planned which may influence the risk imposed on the group or committee. e.g.: a new summer youth camp to be started by the Faith Formation Committee.
2. Those responsible for completing each RAM form will complete the form themselves or with the input of their respective committee members. WOW Regional Council, in conjunction with the UCC Office of Vocation is responsible for ongoing Police Records Checks & Child Welfare Checks for ministry personnel with a June 30 completion date each year. The Ministry and Personnel (M+P) committee is responsible for completion of the rest of the RAM form for Ministry Personnel.
3. Each RAM form is a Word document with a layout guided by the UCC Faithful Footsteps handbook. Risk categories are determined as either low, medium or high risk;
 - Low risk implies no or minimal contact with children or vulnerable people, with open meetings.
 - Medium risk implies some activities with children or vulnerable people but no private one-on-one sessions.
 - High risk implies opportunities to be alone with children or vulnerable people; opportunities to exert influence over children, vulnerable people, youth, or frail / impaired seniors.

The "overall risk" score is determined by the highest score for any assessment factor e.g.: if all factors are low except for the "relationship factor" being medium, then the "overall risk" is medium. The "Comment / Mitigation" section must be completed to explain the steps taken to extenuate the risks identified.

4. Each form is to be signed by the person responsible for completing the form, and the person whose position is being assessed, if applicable. The form is then sent to the Chair of the M+P committee.
5. The Chair of the M+P committee will review the forms for accuracy and completeness. If a Police Record Check (PRC) and Child Welfare Check (CWC) are required, these checks will be arranged by the Chair of the M+P committee. The completed PRC and CWC forms will be reviewed for completeness and satisfactory results *only* by the Chair of the M+P committee, and one other member of the M+P committee. This review will be documented, and the forms securely filed, in accordance with the church Privacy Policy. It should be noted that the PRC and CWC forms are the property of the volunteer and cannot be copied without their consent.
6. The Minister will then review the completed RAM forms and sign them. The completed forms will be filed by the M+P committee with copies (without the PRC and CWC forms) sent to the Secretary of the Official Board.
7. All RAM forms must be completed by the May Official Board meeting each year, with a report to the Official Board by the secretary. In the case of a non-completed form, the Secretary of the Official Board shall notify the delinquent party to rectify the problem, without further delay.
8. In cases where High Risk is identified in an assessment, the necessary follow-up action (e.g. Police Record Checks & Child Welfare Checks) must be completed every three years. A review of high-risk activities should also be undertaken by the appropriate committee or group to consider modification of those identified activities to minimize risk in the future.
9. In the event PRC & CWC assessments are not completed in a timely manner, the chair of the responsible committee must contact the individual concerned. If the forms are still not forthcoming, the Chair of M+P will contact the individual concerned by phone then in writing. The Minister and Chair of the OB shall be notified for their advice. If after three months from the written notice, the forms are still not completed, the individual will be discharged from their position.

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10. In the event there is a finding of concern on a PRC or CWC form, the Chair of the M+P committee shall notify the Minister and the Chair of the Official Board for their advice and subsequent action to be taken.
11. A blank RAM form may be formatted in the event one is needed for a new committee or position e.g.: church secretary.
12. Confidentiality is essential in this entire process. At present, forms may be in paper and/or on-line. Personal information must therefore be stored in locked files (paper) or within secure IT banks. Access to the information must be limited to those who have authority for clearly documented policy reasons only.
13. Audits of this screening process are to be carried out by the Official Board every three years.³

³ References:

- United Church of Canada Workplace Violence and Harassment Policy
- United Church of Canada Sexual Misconduct Prevention and Response Policy and Procedures
- United Church Safe Places for Worship and Work Policy
- Ontario Violence and Harassment in the Workplace Legislation #168
- Canada Labour Code – Harassment and Violence (9/2019)

APPENDIX

APPENDIX 1-BLANK RISK ASSESSMENT MATRIX FORM

GLEN MORRIS UNITED CHURCH RISK ASSESSMENT MATRIX FORM

YEAR:

POSITION / TITLE:

RISK ASSESSMENT FACTORS:

- | | |
|------------------|-----------------|
| 1. ACTIVITY: | RISK LEVEL: Low |
| 2. PARTICIPANTS: | RISK LEVEL: Low |
| 3. SETTING | RISK LEVEL: Low |
| 4. SUPERVISION | RISK LEVEL: Low |
| 5. RELATIONSHIP | RISK LEVEL: Low |

OVERALL RISK LEVEL:

COMMENTS /MITIGATION PROCESS:

FORM COMPLETED BY:

Signature:

FORM SIGNED BY PAID CHURCH STAFF /VOLUNTEER ETC. (IF APPLICABLE ONLY)

Signature:

MINISTER:

Signature

Date:

APPENDIX

APPENDIX 2-JOB DESCRIPTION MINISTER

Profile: Full-time.....40 hours per week ___Solo ministry

Summary:

Full-time minister will lead Sunday Worship Services with a blend of contemporary and traditional worship. The minister will conduct funeral, communion and baptismal services, and weddings. The minister is committed to help maintain, and grow, the energy that is building in the congregational life here in Glen Morris.

Reporting:

The minister is supported in their role and relationships, and is supervised, by the Ministry and Personnel Committee. The minister provides a report to each Official Board meeting, and to the annual congregational meeting.

Autonomy in Decision-Making:

While sermon, prayer decisions and planning are the minister's responsibility, the types of services, times and locations are discussed with the Faith Formation Committee, with some input from Session. Music decisions are made in collaboration with our part-time Music Director. Expenditures within a budget, that has been established for the use of the minister, are decisions made independently. Any other expenditure would be discussed with the Treasurer, or the Ministry and Personnel Committee.

Administration:

Creating the weekly bulletin, and communicating some scheduling and details for events, is the minister's responsibility. Printing and collating the bulletin is done by a clerical volunteer. The announcement sheet, and scripture reader scheduling, are completed by another volunteer.

Community Outreach and Social Justice:

Being a member of the Outreach and Social Justice Committee is optional. The minister would participate in community events as time allows. It is important to realize that the Glen Morris United Church is the only community church, and its continued success and growth depend on building and maintaining strong relationships within the community.

Continuing Education:

Pursues personal, vocational, and professional goals for continuing education in consultation with the Ministry & Personnel Committee.

Denomination and Communities:

The minister is actively involved in the life of the Regional Council and/or General Council. The minister collaborates with other local ministry personnel for possible joint services or summer services.

Faith Formation and Christian Education:

The minister works with our active Faith Formation Committee which is responsible for the overall worship scheduling, and for children and youth education. While we occasionally have a guest, the minister is responsible for the planning and delivery of children's time. Young families are beginning to attend more regularly. Adult education programs would be based on time available.

Leadership:

Specific duties associated with leadership would be to coordinate with the work of multiple committees. All committees have chairpersons. The minister is expected to attend the following meetings: Session, Official Board, Faith Formation, Annual meeting. A minister who is a candidate would have a Pastoral Charge Supervisor who works with the community of faith and attends the meetings of Session, Official Board and Annual Meeting up to ordination or graduation from a diaconal program. Mentoring and working cooperatively with the Lay Pastoral Care Team is key. A preferred leadership style would combine elements of relationship and consensus building, support and encouragement of the gifts of others, along with the ability to try new things in shared leadership.

APPENDIX

Pastoral Care:

As we have an aging community of faith it is important to be available to visit and support people with any spiritual needs. As a community church this care is provided to members, adherents, and other members of the community who seek it. There are no specific credentials required. The minister is responsible for the work of the Lay Pastoral Care Team. The minister works with this team of volunteers by making the best use of these resources, within the parameters of the comfort level of each lay member. Telfer Place may be a location for a once per month gathering, including the minister, as many elderly community members reside there. The minister is expected to be available on an urgent basis for end of life situations, funeral services and family consultations. The minister prioritizes the needs of individuals and families in crisis. There may be meetings in private settings. The minister will arrange, and communicate, suitable emergency backup by another member of clergy when the minister is on vacation or other leaves.

Self-Care:

The minister will set goals for ongoing self-care by maintaining a healthy balance of one's own physical, emotional, and spiritual well-being to include rest, recreation, and professional development. Collaborates with the M&P Committee to meet these goals.

Worship:

Planning with our Director of Music for all services is important, as music is a highlight of our worship for many in our community. In our community of faith, worship may take several forms. The minister is expected to lead a mix of contemporary and traditional Sunday morning worship services. In addition, we have had casual intergenerational Connect services late afternoons, services at Telfer Place with those who may not be able to make it to our church. All communion services are held in the Glen Morris United Church building where all ages are encouraged to take part.

Required Knowledge, Skills, and Abilities:

We require the minister to be supported in their role by Western Ontario Waterways Region. The minister must have a valid driver's license and access to a vehicle. The minister must be computer and social media literate. Time management skills will be key in making this role successful for both the minister and the community of faith.

Other Preferred Assets:

If the minister is a candidate, the approval by Region to allow the provision of the sacraments while at Glen Morris United Church would be very important to serving the faith community. In these circumstances, permission to conduct weddings, while preferred, is not a requirement.

APPENDIX

APPENDIX 3-JOB DESCRIPTION DIRECTOR OF MUSIC

The Director of Music is responsible for the planning, preparation and presentation of suitable music for the service of worship, accompanying the choir by playing the organ and/or piano.

THE FAITH FORMATION COMMITTEE (FF)

- To meet with the FF committee and the minister on an ongoing basis to discuss long range plans for the church year which will assist the director in the selection of the appropriate music.
- To inform the committee regarding special musical events (concerts, etc.)
- To be an ex-officio member of the committee and attend meetings as they pertain to the worship service.
- To co-ordinate time off with the committee for vacation, illness or absence, to assist the committee in finding a replacement when absent (the ultimate responsibility for a supply is that of the committee in consultation with the director).

THE MINISTER

- To meet with the FF committee and the minister on an ongoing basis to discuss long range plans for the church year which will assist the director in the selection of the appropriate music.
- To be in contact with, on a regular basis, to discuss the weekly service regarding the music requirements: hymns, placement of anthems and solos for all choirs and other incidental music (introits, responses, choral closings).

THE CHOIR

- To plan a program of music that meets the talents and interests of the choir.
- To conduct a regular (weekly) rehearsal to prepare the choir for each service.
- To build and maintain the morale and interest of choir members through the choice of program and through personal leadership qualities.

MINISTRY AND PERSONNEL COMMITTEE

- The director shall work with the Ministry and Personnel Committee on an ongoing basis to maintain a harmonious relationship with other church staff and to clarify items of mutual concern and interest which may arise. These meetings would occur a minimum of twice a year and discussions would include salary and working conditions.

CO-ORDINATION WITH OTHER CHOIRS

- To co-ordinate the music of all choirs (i.e. off shoots are under the direction of others, the leaders would work with the co-directors).

MUSIC LIBRARY

- To order new music as required.
- To file and maintain the music library in good order.

BUDGET

- To plan annually and submit budget requirements of the music program.
- To select and order music and submit invoices to church treasurer within budget limits.

INSTRUMENTS OF THE CHURCH

- To be responsible for arranging for tuning and maintenance of the organs and pianos as necessary.

WEDDINGS AND FUNERALS

To be available for providing suitable music for these purposes or to ensure substitutes requested by the family are capable musicians and respect the instruments we provide.

APPENDIX

APPENDIX 4-JOB DESCRIPTION CUSTODIAN

In general, the duties of the caretaker shall be responsibility for the cleaning and day to day maintenance of the interior of the church building. This is to include: front and rear entrance areas, the sanctuary, choir area, kitchen, Robson Room, Fellowship Room, Heritage Room, office, washrooms and the stairway leading to the upstairs.

The frequency of the cleaning tasks (weekly, monthly & periodically) is suggested only, and should be determined by the extent of the use of the above areas, weather conditions and special events.

A: WEEKLY SUGGESTED TASKS to include the following:

FRONT ENTRANCE AND SANCTUARY: picking up and straightening, dusting (windowsills, baseboards, tables, chairs, pulpit, organ, pews), vacuuming of all carpets and replacing of Bibles & Hymn Books in pews.

FELLOWSHIP ROOM: picking up, dusting and including the stairway to the upper room.

KITCHEN AREA: picking up and straightening, dusting and vacuuming, cleaning exterior of refrigerator, stove, countertop, sink and cupboards, empty all garbage containers and dispose of contents.

WASHROOMS: clean toilets, sinks, mirrors; replenish toilet paper and paper towels; wash floors.

ROBSON ROOM, HERITAGE ROOM AND OFFICE: general straightening and dusting, vacuum floors

B: MONTHLY SUGGESTED TASKS to include the following:

Wash kitchen floors.

C: PERIODICALLY the following tasks should be completed:

Cleaning of all interior windows except those in the front entrance area and the sanctuary (early spring and fall).

Washing all curtains.

Over a reasonable time period clean all pews of dirt and grime.

ADDITIONAL DUTIES:

Advise the Property Committee (board of stewards) as required to arrange for the cleaning of rugs and carpets (August, if possible).

Advise the Property Committee when light bulbs require replacing or when the light fixtures require cleaning.

Purchase cleaning materials and supplies, including such as toilet paper, paper towels and garbage bags. Provide invoices or bills to treasurer for payment or reimbursement. Opening and closing of the church and regulating the heat as required for services, weddings etc. as required.

WEDDINGS:

The caretaker shall assume the responsibility for cleaning before and after weddings, for which additional remuneration shall be paid. This includes moving of the communion table and the setting up of the table and chair for the signing of the register. The Minister shall inform the Caretaker of these occasions and give necessary directions.

PANDEMICS: (added safety protocols)

The caretaker shall fill hand sanitizer units, wash all surfaces (including floors and pews) following services (after the designated safe interval) with appropriate anti-bacterial disinfectant. The caretaker shall follow all safety protocols indicated on these products and/or those provided by provincial guidelines.

EXCLUSIONS:

All exterior maintenance, including the clearing of ice and snow, shall the responsibility of the Property Committee. All groups using the church will be responsible for general cleanup before leaving.

TERMS:

The caretaker will perform the required duties 52 weeks of the year and will be responsible for a substitute when unavailable.

APPENDIX

APPENDIX 5-JOB DESCRIPTION SUNDAY SCHOOL TEACHERS

Responsible to: The Official Board through the Faith Formation Committee

Objective: To assist in providing weekly instruction for children/youth of the church congregation

Length of Service: Negotiable

Special Qualities and Skills preferred:

- Ability to relate to/work with children/youth and their parents
- Talent in crafts and drama
- Knowledge of scripture and faith tenets of the congregation
- Able to relate the faith to everyday life through the arts
- Able to work with teammates for thorough preparation
- Enabling and encouraging the children to research facts and information
- Commitment to the goals of the congregation

Responsibilities

- Teaching Bible stories in a thoughtful and creative way that people can understand and that invite them to live out God's will in the church community and the greater world
- Teach a multi-level class setting
- Organize creative activities, particularly drama and crafts, that involve the children and illustrate the lessons
- Prepare each lesson in collaboration with others
- Content of lessons
- Gathering supplies
- Room set up
- Lead class
- Clean up after sessions
- Evaluate the sessions with the children, teammates and Faith Formation chair
- Attend volunteer risk management orientation and training sessions
- Ensure the implementation of risk management procedures as they occur within the Sunday School setting and personal areas of volunteer work within the Church setting

Time Requirements

- Actual time in Sunday School – 1.5 hours weekly
- Teacher meetings – 2 hours yearly
- Preparation for lessons - 2 hours/week
- Workshop attendance – 2 evenings – fall & winter – 4 hours each

Training and Support

- Orientation to the positions by a member of the Faith Formation Committee
- Opportunity to attend teacher training events/personal growth events
- Opportunity to attend volunteer risk training management
- Support group of other teachers/minister/Faith Formation Committee members

APPENDIX

APPENDIX 6-JOB DESCRIPTION PASTORAL CARE TEAM

Definition:

Pastoral Care is the extension of Christian love, help and support by providing comfort and caring to those experiencing life transitions, illness, grief and family or personal crisis. Spiritual care has many aspects, including prayer, visitation and virtual contact. The Minister is responsible for the Pastoral Care Team. The lay chair acts as a coordinator between the minister and the team. The Pastoral Care Team members are assistants to the minister. Only adults can be members of the team.

How Pastoral Care is provided:

The Minister and an enthusiastic team of volunteers are committed to providing pastoral service to their congregation. Spiritual care is provided in the form of prayer, personal visits, phone calls, emails or card mailings. No visits are made to children except by the Minister, and then in the presence of a parent or legal guardian.

Members of the Pastoral Care Team:

- Identify the persons and families for whom support, and services are needed.
- In cases where the person being visited has mild to moderate dementia or a psychiatric condition, two visitors or the minister and one lay visitor should always visit together.
- In the case of a person with severe dementia (no rational communication being possible), one person may visit after giving the LTC nurse or family member notice of the visit.
- Visit members in hospital, at home, in Long Term Care (LTC) or in retirement homes.
- Telephone, email or visit members who are experiencing a life transition, illness, grief, loneliness or family / personal crisis
- Send cards and notes to acknowledge deaths, illness and significant family events
- Offer prayer for those whom prayer has been requested
- Provide opportunities for education and awareness sessions for the congregation and the wider community.
- Documentation of visits is kept and shared with the minister and the lay chair of the team.

To contact the Pastoral Care Team:

Speak with, telephone or email the minister or lay chair of the Pastoral Care Team.

Requests for Pastoral Care and personal information are kept strictly confidential

APPENDIX

APPENDIX 7-JOB DESCRIPTION GLEN MORRIS UNITED CHURCH WOMEN (UCW)

The women, or persons who identify as such, of a congregation and surrounding area who are in sympathy with the purpose and functions of the UCW of the United Church of Canada. Increasingly, a plan of organization for the UCW must be flexible with a creative approach to the needs and responsibilities of adults.

The purpose is to unite the women, or persons who identify as such, of the congregation and surrounding area for the total mission of the church and to provide a medium through which they may express their loyalty and devotion to the Creator in Christian witness, study, fellowship and service.

United Church Women are formed to:

- Encourage growth in Christian understanding, faith and experience through worship, Bible study and involvement in other activities,
- Encourage informed participation in the mission of the church in the congregation, the community, the nation and the world;
- Cultivate Christian stewardship in all of life;
- Share financially in supporting the national church through the Mission and Service Fund, in meeting the needs of the congregation through the budget of the church, in sharing the expenses of the regional organizations of the UCW and in supporting community undertakings;
- Develop Christian leadership for church and community.