



## Anglican Church of Canada, Diocese of Huron Annual Safe Church Compliance Report 2024

We are abundantly blessed with gifted and committed clergy, employees and volunteers who offer their talents in full recognition of their obligations. It is critical for all of us to ensure that those we place in positions of power and trust be selected, trained and supported so that their ministry may be life-giving.

Canon 40 requires that every parish that runs programs or services for children, youth or vulnerable adults, shall implement a screening program for volunteers and employees. The Canon further requires that all parishes, diocesan and deanery organizations sponsoring activities involving vulnerable persons, shall submit a compliance report annually.

Churchwardens, licensed lay readers, and high risk ministry volunteers must all have a police check or Xpresschek. All staff and all clergy must have a current Xpresschek.

Other positions that must be assessed as high-risk and have a police check or Xpresschek are: lay anointers; and also those involved in ministries with children or vulnerable adults.

### **Areas of consideration in determining risk assessment and compliance:**

- Sunday School, Nursery, Youth Group, Children's Choir
- Mid-week child/youth programs like Messy Church, Breakfast Club, Homework/after school/drop in, Holy Days, Day Camp
- Pastoral visitors
- Money counters

#### Administration

- Ministry/job descriptions for each volunteer and staff role
- Application form including contact information
- Interview notes, police check, reference checks,
- training, supervision with feedback,
- all confidential information should be locked on-site

#### Outside groups

- Certificate of insurance
- confirmation of their own screening program or written agreement to comply with Safe Church policies of the Diocese

#### Protection of Assets

- At least two non-related counters
- Funds deposited each week
- Little to no money kept onsite

## 2024 Annual Safe Church Compliance Report

Name of Parish: \_\_\_\_\_ Congregation: \_\_\_\_\_

Deanery: \_\_\_\_\_ Rector: \_\_\_\_\_

### Compliance:

1. Are all ministry activities of the congregation listed and assessed for risk (high, medium, or low)? \_\_\_\_ **YES** \_\_\_\_ **NO**
2. Have all individuals in **high risk** positions completed Police Check, using the Diocesan approved process, at the beginning of the ministry and every three years thereafter? \_\_\_\_ **YES** \_\_\_\_ **NO**
3. Is the congregation, to the best of your knowledge, fully compliant with the standards and procedures of the *Safe Church Guidelines, Our Sacred Trust and Canon 40* and have a print copy in the parish? \_\_\_\_ **YES** \_\_\_\_ **NO**

Congregation's Screening Co-ordinator, **please print.**

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

Phone: \_\_\_\_\_ Parish E-mail contact \_\_\_\_\_

**Xpresschek and Police Checks are valid for 3 years – the parish is responsible for tracking and initiating renewal of all police checks, including those for clergy**

Clergy Name \_\_\_\_\_ date of last check \_\_\_\_\_

Clergy Name \_\_\_\_\_ date of last check \_\_\_\_\_

Warden \_\_\_\_\_ date of last check \_\_\_\_\_

Warden \_\_\_\_\_ date of last check \_\_\_\_\_

Organist/Music Director \_\_\_\_\_ date of last check \_\_\_\_\_

**Safe Church training:** Date completed (or scheduled) \_\_\_\_\_

Signatures:

**WARDEN** \_\_\_\_\_ Date \_\_\_\_\_

**WARDEN** \_\_\_\_\_ Date \_\_\_\_\_

**INCUMBENT** \_\_\_\_\_ Date \_\_\_\_\_

**Please return NO LATER THAN MARCH 31.**