

WOODCLIFF UNITED CHURCH DUTY OF CARE COMMITTEE

Look after yourselves and everyone the Holy Spirit has placed in your care.

Be like shepherds to God's church.

Acts 20:28

The United Church of Canada (UCC) adheres to a principle called Duty of Care, which is a legal, moral and spiritual obligation to care for and protect all who participate in and/or provide church activities.

Woodcliff United Church (WUC) takes seriously our obligation to provide a warm, welcoming and safe environment to all people who enter its building for worship, work, study, community, or to use its rental space. It is prudent that we also take reasonable measures to maintain standards of care for all of our activities, our building and our finances.

As we care for God's people we are all called to act with integrity and discipline in honoring the dignity of each person in our church family and the extended community. As we work together to create this community of trust and safety, we experience the presence of the Spirit, nurturing and encouraging us to be a people of compassion and grace.

The Duty of Care Committee (DCC) of WUC is a standing committee of Council. It shall have oversight of the Duty of Care Policy and Duty of Care Procedures (Duty of Care Policy and Procedures).

Tasks

The tasks of the DCC are:

- reviewing annually the Duty of Care Policy and Procedures
- recommending revisions to the Duty of Care Policy and Procedures to Council as required to meet current standards of practice and current circumstances
- promoting implementation of the Duty of Care Policy and Procedures
- ensuring, with the assistance of Council, its standing and ad hoc committees, Trustees, staff, and volunteers, that all activities at WUC adhere to the WUC Duty of Care Policy and Procedures
- reviewing reports of non-compliance with the Code of Conduct which is included in the Duty of Care Procedures and acting on same as required
- managing the risk assessment and risk management processes
- managing the volunteer screening program
- maintaining a binder of volunteer ministry position descriptions
- organizing information sessions on Holy Manners and Behavioral Covenanting which are included in the Duty of Care Procedures
- imposing temporary or permanent duty of care measures in times of emergency (e.g. a health epidemic or a natural disaster)

- conducting an annual walk-through of the building with the Chair of the Property Committee
- receiving incident reports from activity leaders and following up on these reports
- preparing a DCC report for the annual report of WUC
- conducting an annual review of the effectiveness of the DCC
- undertaking such other Duty of Care related tasks as Council may determine
- ensuring that volunteers who contribute to the activities and programs of the DCC are recognized

Accountability and Communication

The DCC is accountable to Council. The DCC shall meet at least twice a year or as circumstances require.

The Duty of Care Officer (DCO) is not required to be a member of Council but shall attend at least one Council meeting annually to review DCC activities; to report on the level of compliance with the Duty of Care Policy and Procedures by the Congregation and other users of the facility; and to seek approval, as required, for changes to the Duty of Care Policy and Procedures.

Minutes of Committee meetings shall be provided to Council and staff, made available to the Congregation upon request, and archived in the Church Office. The Duty of Care Policy and Procedures and any privacy legislation may limit the amount of information that can be shared.

Communication with the Congregation and the wider community on Duty of Care topics shall occur using methods such as:

- the Woodcliff Messenger
- email correspondence
- signage at critical locations throughout the building
- the WUC website
- service bulletins
- printed materials and brochures provided by the church
- information offered during the Sunday morning worship services
- information sessions

Human Resources

The DCC will consist of at least three members, one of whom will be the DCO. Strict confidentiality must be maintained and all members will be required to sign a confidentiality agreement.

One of the members of the DCC will act as the recording secretary for each committee meeting.

In fulfilling its responsibilities, the DCC shall collaborate with Council, its standing and ad hoc committees, Trustees, staff, and volunteers.

Members should possess an interest in caring for and protecting all who participate in and/or provide church activities. In addition, they should have effective communication skills, a commitment to maintaining confidentiality, strong collaboration skills, and an ability to respond without judgment.

Financial Resources

The budget of the DCC shall be examined on a yearly basis and submitted to Council as part of the WUC budgeting process. The Committee's work is expected to have minimal, if any, expenses.

The Duty of Care Committee portion of the WUC Committee Structures document was originally approved by Council on April 11, 2017.

Last revision: _____