

## Living Skies Regional Council Community of Faith: Self-Assessment Check-List

Name of Community of Faith: \_\_\_\_\_

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

Pastoral Charge: \_\_\_\_\_

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

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

### Background

*The Manual, 2022* sets out the responsibility for communities of faith to do self-assessments.

#### G.1.2.2 Regular Self-Assessments

Congregations and other communities of faith are responsible for doing self-assessments of their ministry regularly. They must reflect on their understanding of their identity and their community context.

They may consider:

- a) their accomplishments;
- b) the present opportunities and challenges; and
- c) the resources required for meeting those opportunities and challenges.

They must file a report of the self-assessment with the regional council.

The regional council participates as a partner in this review, offering resources and support from the wider church.

### Purpose

In keeping with this responsibility, Living Skies Regional Council has created this checklist to assist communities of faith with their ministry assessment. You may find that not all things are current in the administration of your community of faith. If this is the case please use this assessment as a reminder of those items you may work toward and set goals to complete.

If you need assistance with completing any of these items, please contact the Pastoral Relations Minister who will connect you with a member of the Committee on Community of Faith Support.

The governing body is responsible for overseeing that the items on this list are reviewed regularly (every 3 years) and submitted to the Regional Council. They may also add items which are important to their context and ministry.

**ChurchHub Profiles (even when not in search):**

1.  Annually update financial viability, demographic, manse and real property profiles
2.  Review and amend Living Faith Story (if completed) to reflect any changes in ministry or vision
3.  Upload a copy of annual report

**Review and Update the Following:**

**Policies Required by Law:**

4.  Privacy Policy; Name of Privacy Officer: \_\_\_\_\_
5.  Copyright Policy; Date approved/revised: \_\_\_\_\_
6.  Copyright License Numbers (if required): \_\_\_\_\_  
\_\_\_\_\_
7.  Copyright Reporting Officer: \_\_\_\_\_

**Additional Checkpoints:**

8.  Employment and contractor status is properly differentiated and administered according to Canada Revenue Agency guidelines
9.  T4's and T4A's are issued as per Canada Revenue Agency guidelines
10.  Charitable Status Returns are filed annually
11.  Marriage records are complete and sufficient, including marriage license number
12.  Rental Policy: All fees (weddings, funerals, rentals, other services) are the same amount for members and non-members as per Canada Revenue Agency rules.

**United Church of Canada Polity:**

13.  The Community of Faith meets at least annually
14.  The Annual Report is published each year, uploaded to ChurchHub and submitted electronically to the Regional Council
15.  The Governing Body for the Community of Faith meets at least quarterly
16.  If the Governing Body is different than the models described in *The Manual, 2022*, it has been reviewed and approved by the Regional Council (or former Presbytery)
17.  A copy of the Workplace Discrimination, Harassment, and Violence Prevention and Response Policy is displayed publicly
18.  A copy of the Sexual Misconduct Prevention and Response Policy is displayed publicly

**Ministry:**

- 19.  The Covenant is reviewed and edited as required annually with changes submitted to the Regional Council
- 20.  Participates in the life and work of the Regional Council and the wider church
- 21.  Creates, reviews and updates policies regarding requests for weddings, funerals, baptisms, and membership in keeping with *The Manual, 2022*
- 22.  Considered forming a cluster with neighbouring United Church communities of faith
- 23.  Considered beginning the Affirming process/ are in the process/ are Affirming and continuing to actively work on living that out
- 24.  If not in the Affirming process, offered support, pastoral care, or advocacy for Two Spirit and LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, plus others) people
- 25.  Considered developing partnerships with other organizations or faith groups
- 26.  Reviewed ways to increase accessibility to the building, and the life and mission of the community of faith

**Trustees:**

- 27.  There are at least 3 active trustees, and their appointment is confirmed at the annual meeting
- 28.  Insurance Provider: \_\_\_\_\_
- 29.  Insurance policy has been reviewed annually
- 30.  Ensure compliance with fire code
- 31.  Church Deed is kept in a secure place, known to the trustees and governing body
- 32.  The Governing Body has established an investment policy that guides the Board of Trustees in investing, if required
- 33.  All investment information is kept in a safe location, known to the trustees and treasurer
- 34. If the congregation has a cemetery:
  - a.  Insurance Provider: \_\_\_\_\_
  - b.  There is a Cemetery Board
  - c.  Perpetual Care Funds are administered by the Cemetery Board

**Finances:**

- 35.  Yearly budget is approved at the annual meeting

- 36.  Annual financial statement is approved
- 37.  Charitable receipts are issued following Revenue Canada Agency guidelines
- 38.  Restrictions on bequests are recorded and monitored
- 39.  Restrictions on funds are recorded and monitored
- 40.  The treasurer has a copy of the most recent UCC Financial Handbook for Congregations and is encouraged to attend workshops related to their position
- 41.  At least 2 unrelated people count and deposit the weekly offering
- 42.  Signing authorities are reviewed and updated

**Ministry and Personnel Committee:**

- 43.  Fulfills the requirements set out in *The Manual, 2022*
- 44.  Has a confidentiality agreement
- 45.  Meets with staff for annual reviews
- 46.  Maintains and reviews annually the position descriptions for each employee
- 47.  Proper contracts exist for each lay employee
- 48.  Copies of the most recent UCC handbooks for M and P Committees are available and members are encouraged to attend workshops related to their position
- 49.  Police Record checks and screening procedures are followed for lay staff members
- 50.  A copy of the Workplace Discrimination, Harassment, and Violence Prevention and Response Policy and the Sexual Misconduct Prevention and Response Policy is available to all staff
- 51.  Familiar with the Saskatchewan Human Rights Code and The United Church of Canada's Anti-Racism Policy
- 52.  Familiar with the Ethical Standards for Ministry Personnel and (guiding) Standards of Practice for Ministry Personnel

**Stewardship:**

- 53.  The community of faith sets a goal for Mission and Service donations each year
- 54.  Contributions to Mission and Service are forwarded to the General Council Office monthly or annually
- 55.  The Stewardship Committee receives information and resources provided by The United Church of Canada
- 56.  Stewardship is promoted as part of faithful participation in the ministry of the community of faith

### **Record Keeping:**

- 57.  The membership roll is regularly reviewed and updated by the governing body
- 58.  The governing body has set the criteria for the membership list review
- 59.  The governing body has defined what it means to be an adherent and maintains a record of adherents
- 60.  Minutes of meetings are kept and available to the community of faith
- 61.  Registers (Baptism, Burial, Marriage,) and Historic Rolls are kept up to date and in a secure location
- 62.  Church records (including, but not limited to registers) not frequently used are regularly reviewed for potential transfer to Regional Council archives.
- 63.  All people with access to personal information are aware of the Privacy Policy

### **Seeking Justice; Loving Kindness; Walking Humbly with others:**

*There is no expectation that your community of faith has engaged all of these topics but rather that the mission of your ministries expands beyond the walls of your building. These commitments and ideas are just a very few of the many that your community of faith could engage in. These are offered for inspiration, and to invite your community of faith to remember the justice and inclusion ministry it has offered in the past year while reflecting on what it could offer in the year to come.*

- 64.  The Indigenous territory that the ministry sits on, and the treaty(ies) the community of faith is part of, are researched and acknowledged in public (e.g., in worship; at meetings; on the website or social media; in letters or other official communication.)
- 65.  Familiar with The United Church of Canada 1986 Apology to First Nations Peoples and the 1998 Apology to Former Students of United Church Indian Residential Schools, and to their Families and Communities, and aware that the United Church ran Indian Residential Schools on behalf of the federal government
- 66.  Engage in decolonized learning of how to be in good relations with Indigenous peoples
- 67.  Aware of the United Church's commitment to becoming an anti-racist church, and have talked about or acted on how to live into that in our own community and community of faith.
- 68.  Study and respond to injustices and inequities beyond the community of faith membership (for example, using Regional Council, General Council, or community or faith partnership resources and calls to action; and/ or by being aware of community needs around us, in the province, in the country, and beyond)

- 69.  Look at how to live with respect in Creation (for example, through climate justice commitments, care for local lands and waters, waste reduction, recycling, study, liturgy, and more.)
- 70.  Work at intentionally welcoming, accepting, and learning from all peoples and cultures with a goal of creating safe and faithful community without discrimination of any kind, and with appreciation of the diversity in our community. (The United Church’s *Vision of Becoming an Intercultural Church* is one way to look at this.)
- 71.  **All items on this list have been reviewed and any necessary updating or changes have been made.**

**Goals for next year arising from checklist review:**

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Name: Chair or Secretary of Governing Body

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Signature

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Committee on Community of Faith Support Reviewer

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Date Reviewed