

# Living Skies Regional Council

## Self-Assessment Checklist Instructions and Background

### Purpose:

The self-assessment checklist has been developed to help communities of faith carry out the responsibility of performing a regular self-assessment. It is designed to update communities of faith regarding policies that are required by federal and provincial legislation, Living Skies Regional Council and The United Church of Canada, and provide guidance on best practices for their life and mission. This process is set out in *The Manual, 2022* as follows:

### 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.

In Living Skies Regional Council, the self-assessment includes the annual report, the covenant, and the self-assessment checklist. Congregations may also choose to send additional information, such as the Living Faith Story or [financial viability document](#). While each of these components may be reviewed at any time locally, communities of faith are asked to complete the full process every three (3) years. All items are to be sent to the Pastoral Relations Minister for review by the Committee on Community of Faith Support by **May 31**.

### Annual Report

As approved at the community of faith annual meeting. See the information provided for best practices in preparing your annual report found on the [Regional Council website](#). While the annual report is required to be submitted to the Regional Council annually, only the current year needs to be included as part of the self-assessment.

### Covenants

Each community of faith has completed the writing of a covenant that was approved by the Regional Council Executive. This covenant is a living document, and contains expressions of vision and ministry that should be reviewed annually, as well as part of the self-assessment process. The covenant **does not** need to be approved again by the Regional Council unless there are significant changes to the governance structure or vision and ministry. See the information provided for the development of a covenant on the [Regional Council website](#).

### **Self-Assessment Checklist**

The self-assessment checklist has been developed to help communities of faith carry out the responsibility of performing a regular self-assessment. It provides a list of policies and practices required by provincial/federal law and the United Church of Canada. It also serves as a reminder of the responsibilities shared by the community of faith. If there are several items on the checklist that need to be addressed, make a plan to address the ones of highest priority in the coming year(s). Report on the checklist which items the congregation will be working on. The Self-Assessment Checklist is found on the Regional Council website.

### **Instructions for completing the Checklist:**

1. The governing body of the community of faith is responsible for carrying out a regular self-assessment (every 3 years). The checklist serves as a guide for this process and can be [completed online](#) or [downloaded](#) from the website.
2. The checklist is a guide to help communities of faith learn about the requirements and best practices for their ministry. If the review identifies specific policies or practices that are not currently in place, these can be identified as goals to be accomplished. A plan to complete a number of these goals each year until the checklist is complete could be created by the governing body.
3. The governing body determines how this work will be done. For example, specific parts of the checklist may be assigned to various committees, who will report back to the governing body so the full document may be completed.
4. Once you have worked through the self-assessment checklist and indicated which items are complete, and which ones you will be working on in the coming year(s), please email a copy to the Pastoral Relations Minister, who will forward to a member of the Committee on Community of Faith Support for review. It does not need approval by the whole community of faith prior to submission.

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.