

7. When appropriate, request a Police Records Check:

A PRC is part of the process for those seeking ordination. Beginning in 2002, and every three years thereafter, all Clergy serving in appointments in the Diocese of Huron will be asked to provide the Bishop with a PRC.

8. Conduct orientation and training sessions:

- A pre-ordination programme, New Ministry 101, is a one week residential, mandatory requirement for new ordinands.
- Following ordination, deacons are assigned a mentor. Mentor and deacon/priest are together for a period of 2 years.
- For those in new positions, orientation takes place at the local level with orientation with the warden(s).
- Clergy receive training on issues of sexual misconduct—a form stating that this training has taken place must be signed at the end of each of these sessions.
- Clergy in transition are required to attend “Fresh Start” for a period of 2 years.
- Upon receiving an appointment, and just prior to ordination, individuals receive a self directed orientation package.

9. Supervise and evaluate:

Beginning in 2002, joint ministry evaluations will be conducted under the Mutual Ministry Programme.

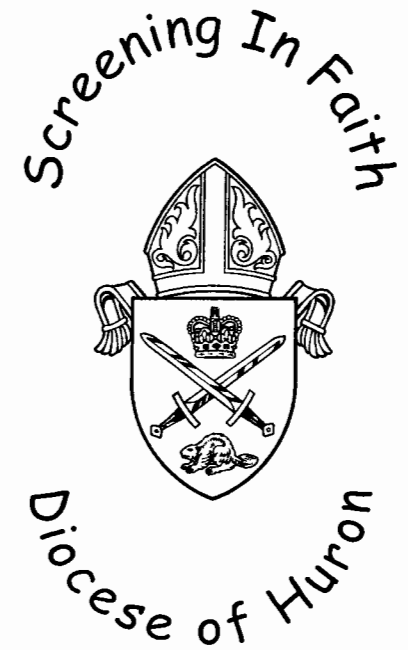
10. Follow up with programme participants:

Parishioners give feedback to the Clergy on a regular basis, through wardens and other officers, and parish councils, etc. Parishioners who have serious complaints that they feel are not satisfactorily handled in the parish can speak to their Archdeacon or to the Bishop.

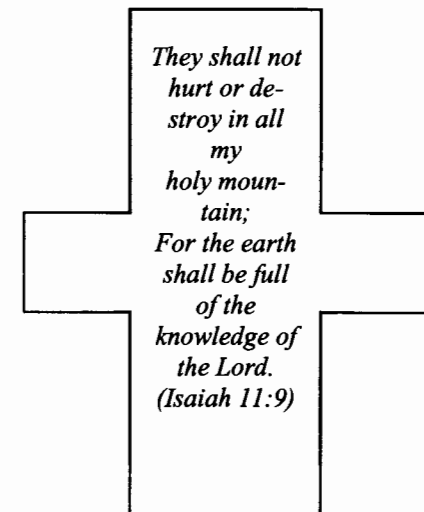
This brochure was produced following the “TEN SAFE STEPS”, commonly in use around our Diocese.

Other materials include:

- Ten Safe Steps Workbook
- Screening In Faith Policy



Screening of Clergy



*With special thanks to the Diocese of
Ottawa
for allowing us to borrow from them*

In the Diocese of Huron, we have in place many policies and procedures to ensure that we are effectively screening our Clergy. Because the Diocesan Bishop is the employer of Clergy, the Bishop's Office takes responsibility for the ongoing screening of all Clergy in our Diocese.

THE TEN SAFE STEPS

1. Determine the Risk

The work of the Clergy clearly involves situations with many vulnerable people. Visiting the sick, counselling, working with youth; all of these are part of the work of Bishops, Priest, and Deacons in our Church.

2. Determine the Risk

The Church describes ordained ministry in "The Ordinal". The Parish profiles used in the appointments process provide considerable detail from the parish's perspective on the expectations of parish clergy.

The Diocese provides further resources in the Guidelines Manual, and in the documents issued by the Mutual Ministry and Clergy Wellness Commission.

3. Establish a formal recruitment process:

There is a detailed written process for those seeking ordination and for those already ordained who are interested in a new position in the Diocese. Interviews, reference letters, resumes, Police Records check, and written response all form part of this process. The process for the election of a Bishop is also clearly defined.

4. Use an application form:

This is done for those seeking ordination. A written response particular to the new ministry is required by those seeking a new position in the Diocese. Individuals applying for positions from outside the Diocese must do so in writing, including a formal resume.

5. Conduct interviews

For those seeking ordination, there are a number of interviews and other processes over the several years of the postulancy and ordination process.

For those Clergy seeking a new appointment there is a formal interview.

For those coming from another Diocese, there is at least one interview with the Bishop.

6. Follow up on references:

Many references are requested in writing for those who seek ordination. Those providing references are asked to reply to a standard set of questions for the Diocese and another set of detailed questions for the wider church discernment process.

References are requested from those seeking a new position in the Diocese.

A Reporting Form, and Certification for those seeking to come to Huron from another Diocese, must be completed by all Bishops to whom the applicant has reported.