

**Hamilton Conference**  
**Guide for using the violence**  
**and harassment materials**

**October, 2013**

## Introduction

This packet of material includes the following items:

1. A cover letter from Hamilton Conference Minister for Congregational Support, Kim Uyede-Kai explaining why the church is committed to compliance to ensure safe workplaces for all our employees and volunteers.
2. A page titled *Holy Manners*.
3. A document including a preamble titled *Questions to Encourage Dialogue and Conversation* for use by the governing body of the Pastoral Charge/ministry.
4. A document including three policies that reflect changes adopted in mid-2012.
5. \*A CD titled *Heart Program – The United Church of Canada*.
6. \*A CD titled *Heart Program – forms, handouts and recruitment poster*.
7. \*A training manual titled *Heart Program – Harassment Education Advisory Response Team*.

**Special note\*:** Resources #5, 6 and 7 were produced in 2011 and, since then, a number of changes have been made to make the material clearer and simpler to use. See the instructions, below.

Let's look at each of the resource materials.

### 1. Cover letter from Kim Uyede-Kai, Hamilton Conference Minister for Congregational Support

Note the last three paragraphs. These paragraphs give a very brief background on why the United Church is committed to implementing the legislation.

In the middle of the letter, note the responsibility of each ministry, laid out in steps 1-5.

### 2. Holy manners

Before the governing body has a discussion on these policies, it could review these suggestions for safe and respectful meetings. It is one way of beginning to live into the creation of a safe space.

### 3. Questions for discussion

- 3.1. Note the preamble. It reminds us about the need for the legislation and why the church is involved.
- 3.2. Conversation is one of the most important parts of this training. Take a look at the seven questions for discussion. How do you imagine using these questions in your ministry? Will you discuss them at a board/council meeting? Would your Ministry & Personnel Committee talk about them with the staff? Could you have a study group?

#### 4. Three template policies

- Occupational Health and Safety Act (OHS) Violence Policy
- Occupational Health and Safety Act (OHS) Harassment Policy
- Ontario Human Rights Code Harassment Policy

When the bound printed material was originally prepared, the initial plan was that each congregation/ministry would appoint a response team to deal with any concerns or complaints that arose within each congregation/ministry. Recognizing that this is a heavy burden for congregations and ministries, the Hamilton Conference Executive decided that it will receive all complaints related to these policies, while being in conversation with the relevant Presbytery Oversight Committees.

Each congregation/ministry is still responsible for adopting the policies, ensuring that training takes place, and sharing the policies with Conference and Presbytery.

#### 5. A CD titled Heart Program – The United Church of Canada.

There are five PDF documents on this disc:

- 5.1. A webinar: All governing body members and employees should watch this webinar. It lasts about 32 minutes, and it outlines the requirements of the legislation.
- 5.2. Checklist: The amount of material in the packet may feel overwhelming; however, the checklist outlines in one page what must be done by the Pastoral Charge/ministry. The third focus point talks about filling out the policies using the format on the CD; however, **do not** use those policies, since they have been up-dated. The template policies can be found at [www.hamconf.org](http://www.hamconf.org).
- 5.3. Questions for discussion: These are also included in a hard copy in the packet.
- 5.4. Emergency response quick guide: Your Pastoral Charge/ministry may have all these plans in place already. If yes, you can ignore this document. If you wish to use the CD resource, note that from time to time, this resource mentions the HEART Team. The Pastoral Charge/ministry **will not** have a HEART Team, but it will need to designate a person or committee to look after some of the tasks required by the legislation or by the specific emergency mentioned in the document.
- 5.5. Template policies: **Do not** use this PDF document. See the draft policies included in the packet and on the Conference website.

#### 6. A CD titled Heart Program – forms, handouts and recruitment poster.

The CD is tucked into a pocket at the back of the HEART training manual, #7, below.

This resource contains many suggestions and forms. All of the references to the HEART Team can be ignored, since most of those responsibilities have been given to Hamilton Conference Executive. However, the forms are useful when fulfilling the requirements outlined on the church list, see #5.2, above, and #7, below.

## **7. A training manual titled Heart Program – Harassment Education Advisory Response Team.**

The key pages are:

- p. 43: A sample form to help the Pastoral Charge/ministry keep track of its regular review of the three policies.
- p. 44-58: This chapter is especially useful for the person/committee designated to look at the physical set-up of the Pastoral Charge/ministry.
- p. 104-115: This chapter has some good tips on how to become a safer environment for everyone.