

## **Opportunities to Serve Hamilton Conference - The United Church of Canada**

### **CONFERENCE CO-ORDINATING COMMITTEE ON SEXUAL ABUSE (CCOSA)**

#### **Committee Mandate**

To ensure the administration of The United Church of Canada Sexual Abuse Policy and Procedures and to educate ministry personnel, members and adherents about the Sexual Abuse Policy.

The responsibilities of this committee are:

- to become familiar with the issues involved in sexual abuse and commit to keeping up to date on these issues
- to familiarize themselves with resources (e.g. secular resource people, educational materials, distress centres, women's centres, legal and medical advisory) within the Conference and share information with the team of Consultants and others
- to promote within the Conference an awareness of issues related to sexual abuse, and the underlying social, political and theological factors
- to ensure there is awareness within the Conference of the role of the committee and the Consultants, and to be aware of the names and contact information for all Consultants
- to provide initial and ongoing training and support for Consultants
- to screen and recommend to the Conference Executive nominees for the position of Consultant
- to be available to the designated officers of the church courts for consultation
- to carry out responsibilities as necessary to implement this policy

#### **Reporting Relationship**

The Chairperson will submit a written report for the Annual Meeting to be included in the Record of Proceedings.

The Committee relates to Consultants, doing the high risk work, through training and support and to all Ministry Personnel and

Conference event leadership. Committee members are not directly concerned with persons involved in cases – this is the role of Consultants and, as needed, Conference staff.

#### **Gifts, Skills and Experience Needed:**

Committee members will be reliable and compassionate with the ability to work as part of a team in training others, to maintain confidentiality, to use resources and knowledge in designing training events, and with skill in assessing power in relationships, dual relationships, and boundary issues.

Committee members with knowledge of the Sexual Abuse Policy of the United Church of Canada and experience in human resources or personnel matters would be an asset. Committee members shall have an understanding of sexual abuse that is consistent with the values of this policy, be accepting of all forms of sexual abuse that is consistent with the values of this policy, and be accepting of all sexual orientations.

Committee members will be open to the leading of the Spirit, active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues and differences in learning styles and passionate about the mission and ministry of The United Church of Canada.

#### **Orientation and Training Available:**

Sharing the duties of the Conference Co-ordinating Committee on Sexual Abuse. Committee members will offer each other team support and peer supervision and may attend related training when available.

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### Membership:

The committee shall be composed of three to five members, and shall include both men and women; the majority of the members shall be women. There will be a **Chairperson, Secretary**, and up to **three Members-at-Large**. Staff Support will be provided by the **Personnel Minister** and **Executive Secretary**.

### Expectations and Terms:

Members will serve a term of three to five years, which may be renewed once. Terms of appointments shall be staggered to provide for continuity.

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#### ~ Recommendations by Screening Committee ~

*The Hamilton Conference Screening Committee has reviewed the job descriptions and associated material submitted by the above named committee and offers the Human Resources Committee these comments.*

**Reviewed On:** 04/27/04

**Risk Assessment:** MEDIUM Risk

- due to Confidential Information
- (the high risk work is done by the Consultants who are directly involved with cases)
- need for Confidentiality is important

#### **Appropriate Screening Steps:**

- CCOSA Application Form
- Reference Checks

#### **Other Recommendations:**

- the committee already has an application form and reference checks and this seems appropriate for the risk
- recommend continuation of the application form and reference checks