

Gilmore Park United Church
Internal Monitoring Report

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: TREATMENT OF BENEFICIARIES

GLOBAL POLICY PROHIBITION: *With respect to the BENEFICIARIES of the work of the Council, the MINISTER shall not allow any conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, inhospitable, or that fail to provide appropriate confidentiality or privacy.*

REPORT: This report constitutes my assurance that, as reasonably interpreted, these conditions have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, October 11,2005.

_____, Rev. Anna S. Christie, MINISTER

GLOBAL POLICY REPORT: At my last reporting, there were some conditions that I deemed inhospitable here at the church, in particular, in use of the building and rooms. Rectifying this has been a long, difficult process that needed to be dealt with delicately. I am happy that this year, the church building is much more open and accessible to all people. Hospitality has been held up as a core principle. There is less of a sense of charging people for entry to events, and more inclusion of others in the use of the kitchen, particularly. **I am therefore reporting compliance.**

1. POLICY PROHIBITION: *Fail to comply with privacy and personal information protection laws of the provincial government of BC and the federal government of Canada.* REPORT: Allan Parker has helped me a great deal in sorting out the privacy policy and interpreting its various aspects. His legal work on the Board of First United Church was very helpful. I have appointed Anne Marie Kelly as the "Privacy Officer" for our church. She is in charge of complying with policy especially in lieu of information systems. A church directory is now published with active participants listed only. Anyone who does not want their addresses or phone numbers published may be asked to be removed. No pictures of minor children are published or posted without permission of parents. **I am therefore reporting compliance.**
2. POLICY PROHIBITION: *Disclose personal information without the consent of those persons to organizations or persons outside of the United Church of Canada except when mandated or allowed to do so by law.* REPORT: No such disclosure has occurred. **I am therefore reporting compliance.**
3. POLICY PROHIBITION: *Fail to take all reasonable measures to ensure the safety of BENEFICIARIES using the CHURCH'S building or contents either for the CONGREGATION'S own ministry or other use.* REPORT: The building is regularly checked by the Fire Marshall, and fire equipment is monitored. The church is secured with locking doors, an alarm, video surveillance and a monitoring company. The technical booth in the sanctuary is being fitted for a locking door and window. When the master key was stolen the locks were immediately changed, and police and monitoring companies notified. Snow and ice are removed from the premises. The parking garage is kept well-lit. Hans Stutz keeps the building exceptionally clean. The HVAC system, elevator, and parking lot gate are regularly maintained. The health inspector has passed the kitchen again with a rating of "good". No food preparation takes place in the kitchen without someone present with a "foodsafes" certificate, including community kitchen and Sunday evening coffee house. The preschool has met city licensing requirements. Personnel have completed criminal record checks (see M&P committee for data). The nursery

caregiver is required to have a criminal check, 5 references and a letter from a doctor stating that they are fit to work with children. **I am therefore reporting compliance.**

4. **POLICY PROHIBITION:** *Fail to establish a clear understanding of what ministry might be available and might not be available from the CHURCH.* **REPORT:** The most successful form of information dissemination lately has been our church website which has recently been completely transformed. The new website will be a virtual “church filing cabinet” of information. Almost anything available here at the office will be accessible online. I have also created a brochure (attached) about our various outreach ministries. Bulletin boards are updated weekly with the church’s announcements and a community board is kept up daily downstairs. Classes and small groups are constantly promoted and advertised. All visitors continue to receive letters of welcome, pointing them to our small group ministry and our website. The sign outside regularly informs the community of various events. A brochure has been created for people coming into the church for help(attached). **I am therefore reporting compliance.**