

Community Ministry Accreditation Visit

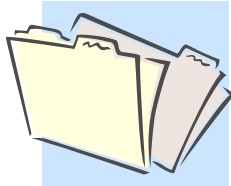
What Are We Looking For?

Preparing for the Accreditation Visit

So you're having an accreditation visit. You've been through the United Church *Community Ministry Standards and Best Practices* manual. You think you have everything in place for the visit. But what is the accreditor going to want to see? What do you need to have ready? The following checklist will help you prepare the assorted paperwork the accreditor will want to see either before the visit or while on site.

Checklists

A. Mission Statement	1
B. Accountability	1
C. Relationships & Partner Organizations	2
D. Staffing Standards	2
E. Health and Safety	3
F. Property	4
G. Insurance	4



Tip #1

The accreditor can review paperwork before arriving on site if provided with the information. This could be done electronically, or prepare a package that can be picked up or mailed before the site visit. By having the material to review, the accreditor is prepared and may need less time on site.

A. Mission Statement

Documents

- | | |
|--|---|
| <input type="checkbox"/> Copy of mission statement | X |
| <input type="checkbox"/> Board minutes or other means of indicating when the mission statement was last reviewed | X |

B. Accountability

Policy Documents Narrative

- | | | |
|--|---|---|
| <input type="checkbox"/> Organizational chart or narrative that shows an accountability structure | | X |
| <input type="checkbox"/> Copy of the Letters of Incorporation and the current bylaws | X | |
| OR | | |
| Guidelines/terms of reference by which the governing body operates
<i>A hardcopy of these documents is desirable.</i> | | |
| <input type="checkbox"/> Minutes/correspondence from Conference/presbytery approving board/governing body membership | X | |
| <input type="checkbox"/> Copy of any licensing required for operation | X | |

B. Accountability (cont'd)

Policy Documents Narrative

Copies of:

- annual report X
- current list of governing body members X
- current financial statement X
- annual insurance statement showing type and level of coverage X
- Copy of the privacy policy, including process for complaints X
- Recordkeeping, Public Accountability, and Archiving X X
- Copy of policy re: record retention and accessibility—how long records are retained, where they are stored, where they are archived
- Copy of policy for culling files and destroying paper and electronic records X
- Copy of policy for disposing of hard drives and electronic devices X

C. Relationships and Partner Organizations

Documents

- Copy of the written agreement(s) with partner organizations, including legal employer of any staff X

Tip #2

One of the first things the accreditor will do upon arrival is tour your facility. This is an opportunity to show off the programs you offer.

D. Staffing Standards (for Staff, Volunteers, and Students)

Policy Documents Sign-in Sheets

- Orientation and Training X
- Copy of policy on recruitment, hiring, and termination X
- Copy of policy on orientation, training, and evaluation X
- Be able to describe the processes as they would happen.
- Screening
- Job descriptions for staff/students/volunteers X X
- Process used for risk assessment X
- Policy re: completing reference checks X X
- Copy of MEPS form (for ministry personnel) or similar policy for police records checks—current and renewed X
- Racial and Sexual Harassment and Abuse
- Current sexual harassment and abuse policy X
- Current anti-racism policy X
- Orientation and Training
- Copy of process, agenda, sign-in sheets, and signed acknowledgement forms to demonstrate training X
- Be able to provide evidence that signed acknowledgements are in place and in practice. X

E. Health and Safety

	Policy	Documents	Sign-in Sheets	Narrative
General				
<input type="checkbox"/> Provide an overview of the health and safety program/policies.	X	X		
Universal Precautions				
<input type="checkbox"/> Processes for handling blood, bodily excretions, and syringes and preventing the spread of contagious diseases	X			
<input type="checkbox"/> Policy/process for use of gloves when in contact with blood	X			
<input type="checkbox"/> Policy/process for disposal of needles	X			
Storage of Medications				
<input type="checkbox"/> Evidence that medication is properly stored	X			X
Critical Incidents and Risk Management				
<input type="checkbox"/> Copy of risk management plan that includes: copies of legislation relevant to program areas, methods to reduce risk, and critical incident policy with instructions for recording and reporting such incidents	X	X		
Physical Environment				
<input type="checkbox"/> Copies of the last three fire marshal reports/ inspections and fire system inspections		X		
<input type="checkbox"/> Copies of safety inspections and incident reports for the last three years		X		
<input type="checkbox"/> Copies of the last three public health inspection reports, where required		X		
<input type="checkbox"/> Copies of the last three playground inspection reports, where required		X		
Demonstrate that the community ministry has in place staff training and participation in drills for the following:				
<input type="checkbox"/> emergency evacuation	X	X	X	
<input type="checkbox"/> emergency preparedness plan	X	X	X	
<input type="checkbox"/> premises and program security plan	X	X	X	
Be able to demonstrate that the community ministry has in place:				
<input type="checkbox"/> cleaning plan	X			
<input type="checkbox"/> plan for annual physical inspection of the facilities	X	X		

Tip #3

Don't worry if a single policy addresses the requirements of several required policies. What's important is that you have a policy that works and is practised. The policies need to work for you, not mirror the standards manual.



F. Property

Ownership

- Demonstrate adherence to the provisions of *The Manual* on real property

Policy Documents Narrative

X

X

Rental

- Copies of pertinent rental agreements
- Evidence of the approval for lease agreements
- Copy of the written rental agreement (where community ministry is a tenant)

X

X

X

G. Insurance

Documents

Comprehensive Insurance

- Copy of current, valid insurance policy
- Insurance policy shows The United Church of Canada named as an additional insured

X

X

Protection for Staff and Volunteers

- Copy of current policy showing coverage for workers' injury insurance; may be through WCB/WSIB or other insurance provider

X

Directors' and Officers' Liability Insurance

- Copy of current insurance policy showing directors' and officers' liability coverage

X

Vehicle Insurance

- Copy of current insurance policy showing liability insurance coverage (on vehicles)

X

Annual Insurance Review

- Evidence of the annual review of insurance coverage—i.e., board minutes showing discussion

X

Rental Space

- Copy of the tenant agreement(s).
- Copy of the certificate of insurance (from tenant)

X

X