

GCRC CHILD & YOUTH MINISTRY - ANNUAL CHECKLIST

At the beginning of each new program year:

- ☐ [Code of Ethics Form](#) - to be signed annually by all child/ youth/vulnerable persons ministry group leaders and volunteers.
- ☐ Watch the **Safe Church** [video](#) with your leaders/volunteers that Irene Menken prepared.
- ☐ **Review Safe Church Policy** - As part of your ministry start up, please review the pertinent parts of the GCRC [Safe Church Policy](#) with your leaders/volunteers when you meet with them. The policy is also located in the white binder in every classroom where ministries meet.
- ☐ **Police Checks** - All leaders/volunteers 18 years of age or older need a current police check. **Security clearances that include vulnerable sector screening** are to be done by each volunteer of child/youth/vulnerable every five years.
Residents of Halton Region can apply online:
<https://www.policiesolutions.ca/checks/services/halton/index.php>
There is a \$30 fee for a vulnerable sector check, which can be submitted for reimbursement by completing this [Expense Report](#) and handing in to the church office or put in Pat's Office Admin mailbox (in top row of the left bank of church mailboxes) or email Tim Scheepstra accounting@gcrc.on.ca, Include a receipt marked paid and have the expense report signed by the Council chair.
Once a digital copy of the security check is received, remember to download it promptly since it is only available to download for a limited time. Please forward it to Allison Roffel worship@gcrc.on.ca and copy me ijwesterveld@gmail.com (until we find a new Safe Church coordinator).
- ☐ [Safe Driving Statement](#) – to be signed by volunteer drivers of GCRC sponsored events, that they have read and understand the GCRC Transportation Policy and that they agree to comply with the GCRC Safe Driving Statement.
Volunteer Drivers should have a current police check.
- ☐ [Child & Youth Passenger Consent Form](#) – to be signed by parents of children/youth to allow their children to be driven by adult volunteer driver(s) for church sponsored activities.
- ☐ [Fire Safety Sign-Off Sheet](#) - Fire Safety requirements at our church involve ministry group leaders acknowledging annually that they have read and understood the responsibilities in regards to our [Fire Safety Plan](#).

In the Fire Safety Plan, please refer to:
 - Emergency Procedures for Occupants p. 5
 - Emergency Evacuation Responsibilities p. 6 - 8

If you wish to receive paper copies, please contact Pat in the church office.

Completed forms are to be handed in to the church office for filing, preferably before the end of September. THANK YOU!

August 2026