

Anglican Diocese of Ottawa Refugee Working Group

Terms of Reference

The diocesan Refugee Working Group functions as a resource to parishes by providing a knowledge base, education and advocacy on refugee matters, and encouragement, training and advice on sponsorship and settlement in Canada.

The working group administers the Private Sponsorship of Refugees Agreement with Citizenship and Immigration Canada.

It reports to the Community Ministries Development Committee of the Anglican Diocese of Ottawa.

Its main responsibilities are:

To promote the awareness and understanding of refugee situations and issues, by

- Visiting parishes
- Speaking at deanery/clergy meetings
- Preparing articles for *Crosstalk*
- Posting material on refugee issues at the diocese website
- Maintaining contact with other refugee support organizations
- Attending conferences and meetings

To advocate on behalf of refugees

- Within the diocese and parishes
- With government, the national church and other organizations, representing the diocese

To encourage direct assistance to refugees and refugee newcomers to Canada, by

- Promoting refugee sponsorship by parishes
- Linking newly-arrived government-assisted refugees with parishes
- Linking refugee claimants with parishes
- Undertaking education and sponsorship training for parishes
- Providing training on settlement activities
- Providing training on special issues faced by refugee claimants
- Keeping a record of *best practices* and *lessons learned*
- Providing advice and assistance on refugee problems and issues

To administer the sponsorship agreement with CIC, by

- Advising the Bishop on matters concerning the Private Sponsorship of Refugees Agreement with Citizenship and Immigration Canada
- Assisting with and reviewing applications to sponsor and recommending their approval
- Completing and submitting sponsorship applications
- Reporting annually to and liaising as necessary with CIC
- Monitoring settlement activities after refugees arrive

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