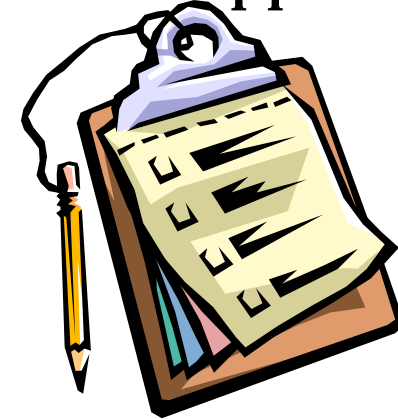


# Parish CG Formation & General Training

Office for Refugees Archdiocese of Toronto  
(ORAT)

# Overview

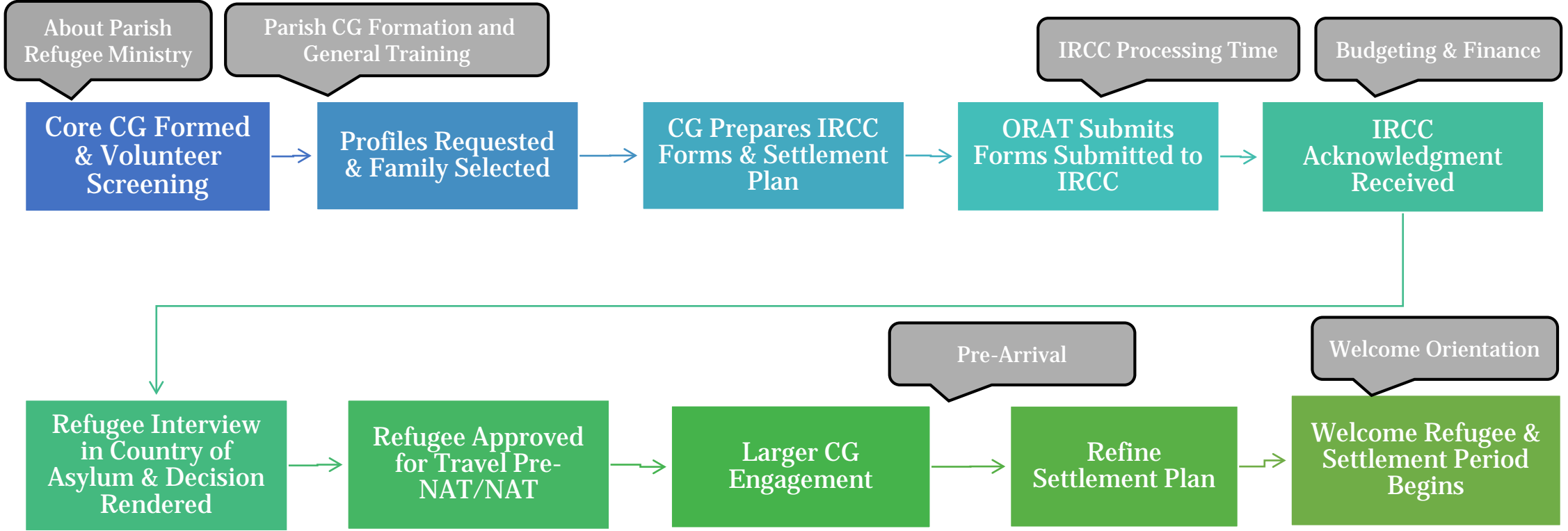
- Principles of Resettlement
- Resettlement Process for Parish CGs
- Forming a Constituent Group (CG) & Refugee Selection Process
  - Core CG and Extended CG
- Developing a Settlement Plan
- Developing a Budget, Fundraising Considerations & In-Kind Support
- Available Supports for CGs
  - Online Resources for CGs
- Stakeholders & their Responsibilities
- Questions & Answers
- Appendix



# There are several principles of resettlement that should guide the work of CGs

- Caritas (Love in Action)
- Integration
- Autonomy & Independence
- Sustainable Solution
- Prudent Use of Donated Funds
- Building Trust

# Resettlement Process for Parish CGs



# Forming a Constituent Group (CG):

## Core Committee:

- Core team of 3 to 4 people formed
- Core committee members (suggestion):
  - Pastor
  - CG chair
  - Secretary (Parish)
  - Other

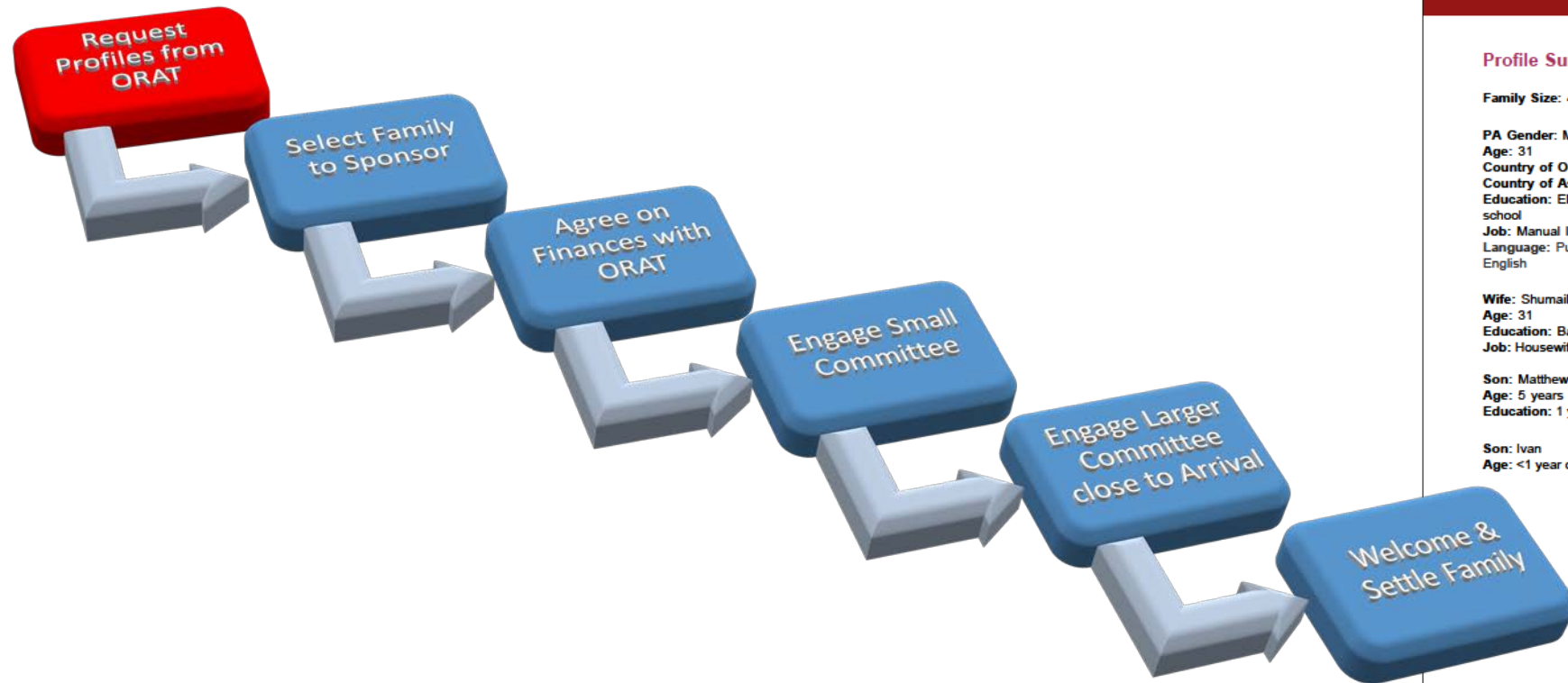
## Best Practice:

- Gauge interest of community
- Identify a few people & ask to participate in CG
- Manage expectations of core group
- Leverage expertise of members
- Clear communication with ORAT and Refugee

***Recommendation:*** Given the lengthy immigration process, we suggest that a core group be formed initially to process paperwork and to connect with the refugee. The larger CG is engaged once the refugee has been approved for travel to Canada.



# Once the CG is formed the next step is to select your refugee family



SUNNY Y.

## Profile Summary

**Family Size:** 4

**PA Gender:** Male  
**Age:** 31  
**Country of Origin:** Pakistan  
**Country of Asylum:** Thailand  
**Education:** Elementary/primary school  
**Job:** Manual labour, janitor  
**Language:** Punjabi, Urdu and English

**Wife:** Shumaila  
**Age:** 31  
**Education:** Bachelor's degree  
**Job:** Housewife

**Son:** Matthew  
**Age:** 5 years old  
**Education:** 1 year

**Son:** Ivan  
**Age:** <1 year old

## Background

Sunny worked as a janitor with a man who was highly sought after by extremists. These same men burned the entire Joseph colony, from which both Sunny and his colleague were from. Despite fleeing several times to different family houses, Sunny's affiliation led to attacks and threats to him and his family. Sunny married in 2013 and fled to Thailand where they have been in hiding since.

## Additional Information

**Religious affiliation:** Catholic  
**Medical needs:** Wife is a breast cancer survivor

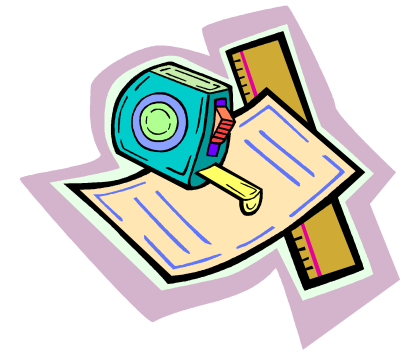
*Please note that the information on this document is to be kept confidential and not to be published or widely announced due the refugees' safety and wellbeing*



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Office for Refugees  
Archdiocese of Toronto

# Develop a Settlement Plan

- Detailed information on how you will support the newcomer.
- Outlines responsibilities and resources.
- Helps to organize committee.



# The Extended CG (5-10 people) is engaged once the refugee is approved for travel to Canada

The Settlement Plan is to be updated with Committee Members assigned to specific duties based on their time and talents

<b>Time &amp; Talent</b>	<b>Considerations</b>
<ul style="list-style-type: none"><li>• CG Chair: Coordination &amp; Communication;</li><li>• Fundraising and/or in-kind support;</li><li>• Transportation: Airport pick-up &amp; transportation to appointments;</li><li>• Housing: Temporary and Permanent Accommodation;</li><li>• Settlement Agency Registration: Government Programs &amp; Docs;</li><li>• Budget &amp; Finance: bank accounts, budget management assistance...</li><li>• Education and Employment: School registration, Job Search</li><li>• Medical: Secure a family doctor &amp; dentist;</li><li>• Shopping and Cultural Orientation</li><li>• Documentation &amp; Record keeping for Program Assurance</li></ul>	<ul style="list-style-type: none"><li>• Meetings frequency</li><li>• Committee composition</li><li>• Pre-arrival preparations and post-arrival tasks</li><li>• Determine member availability (especially during work hours) and access to a vehicle</li><li>• Match talents &amp; availability with tasks</li></ul>





# Preparing a Budget

- No long-term commitments should be made before the arrival of the newcomer (i.e., signing a lease)
- In-kind donations are encouraged. These should be solicited closer to arrival. This will help lower start-up and overall costs.
- Start-up costs vs. monthly expenses.
- Sustainable solution: Newcomer must be able to afford these expenses when the sponsorship period is over.
- Budget must be discussed with the newcomer upon arrival.



# Fundraising Considerations

- Make use of ambo announcement & bulletin inserts to make parish appeal;
- Ask for free accommodations from parishioners;
- Use fundraising envelopes and consider issuing tax-receipts to donors;
- Host a fundraising dinner; video show, etc.;
- Organize bazaar sales;
- Solicit support from local businesses & politicians;
- Request gift cards; Pre-paid store cards, e.g., airtime, food vouchers
- Consider twining with another church/group
- Consider on-going fundraising when possible throughout the settlement period

# In-Kind Support Solicitation

## Customizable Sign-Up Sheet

### In-Kind Donation Sign-Up Sheet

\_\_\_\_\_ (Enter Name of Parish/Refugee Committee)

Please consider supporting our refugee family of \_\_\_\_, who will be arriving on \_\_\_\_\_. The following in-kind donations are needed. If you are able to donate, please provide your name email and/or phone number beside the item that you have selected to donate. Kindly ensure that the items are in a good and clean condition.

Item	Quantity	Donor Name	Donor Email Address	Phone Number
Kitchen Table				
Kitchen Table Chairs				
Couch				
Armchair				
Coffee Table				
End Table				
Double Bed Frame				
Double Mattress				
Single Bed Frame				
Single Mattress				
Night Stand				
Table Lamps				
Bed Linens (double bed)				
Bed Linens (single bed)				
Blankets (double bed)				

## Best Practices

- Start process only after the refugee has been approved for travel to Canada;
- Consider soliciting or pick-up of donated items close to the time of the refugee arrival to Canada;
- Avoid incurring costs for storing donated items;
- Avoid duplicates of donated items: Make use of a centralized tracking sheet for “in-kind” goods that are being collected;



# Available Supports for CGs

## Support Available

## Detail

### ORAT Online Training

- IRCC Processing Times (How a CG can get updates from IRCC on their case)
- Budgeting & Finance
- RAP Calculator and Budget Tool Online Tutorial
- Pre-Arrival Training

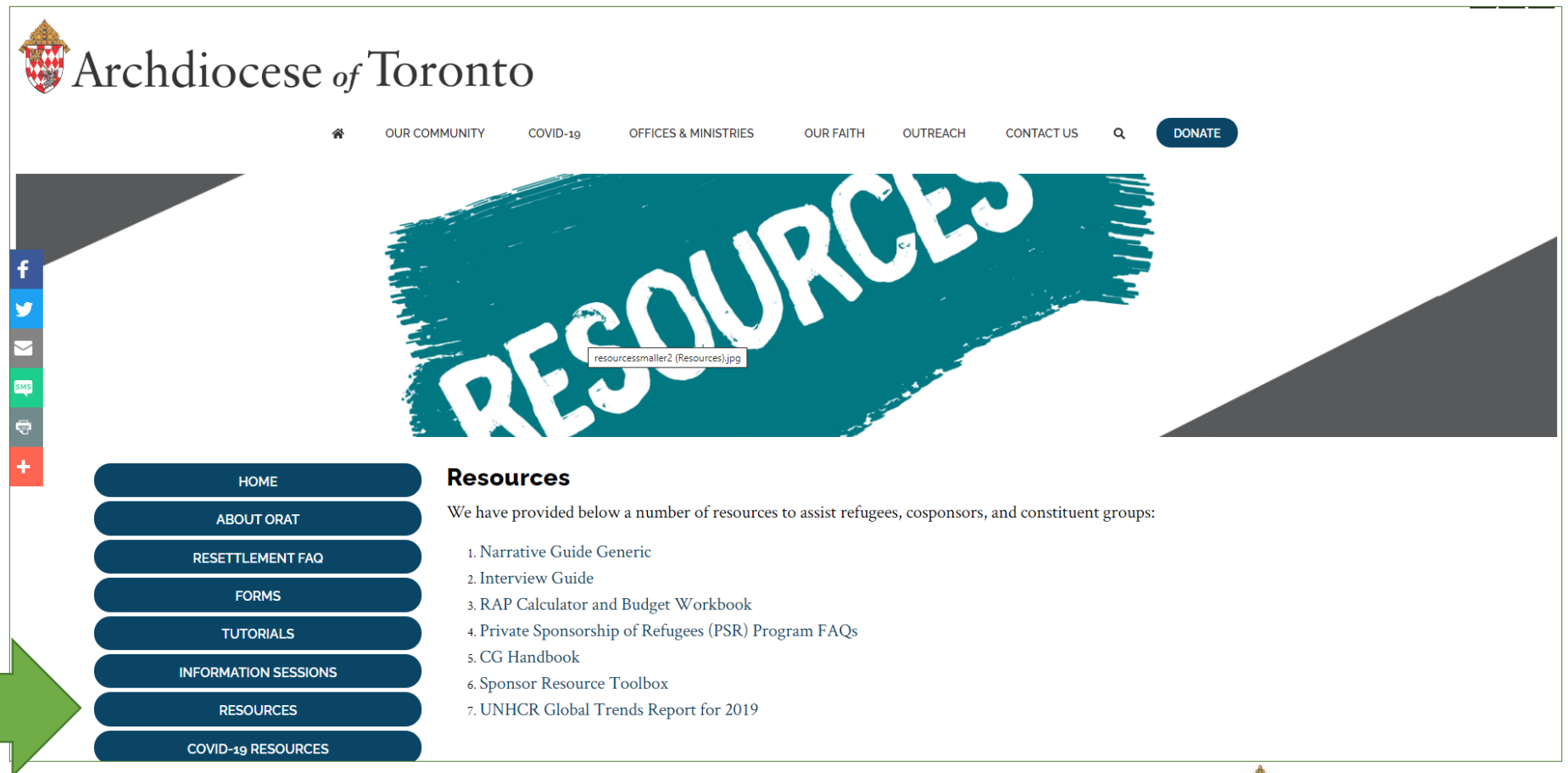
Registration Site: [Office for Refugees, Archdiocese of Toronto \(ORAT\) Events | Eventbrite](#)

About Info Sessions: [Access Archdiocese of Toronto - Information Sessions \(archtoronto.org\)](#)

### Tools / Support

- ORAT RAP Calculator and Budget Tool
- ORAT CG Handbook & Sponsors Resource Toolkit
- Outreach Team Support
- Settlement Agency

# Online Resources for CGs: *RAP Calculator & Budget Workbook, Interview Guide...*



The screenshot shows the Archdiocese of Toronto website. At the top left is the logo and name "Archdiocese of Toronto". The navigation menu includes: HOME, OUR COMMUNITY, COVID-19, OFFICES & MINISTRIES, OUR FAITH, OUTREACH, CONTACT US, and a search icon. A "DONATE" button is on the right. A large teal brushstroke graphic with the word "RESOURCES" in white is the main header. Below it, a vertical sidebar on the left contains social media icons (Facebook, Twitter, Email, EMS, Print) and a red "+" button. A green arrow points to the "RESOURCES" menu item in a vertical list of dark blue buttons. The "RESOURCES" page content includes a "Resources" section with a list of seven items.

Archdiocese of Toronto

OUR COMMUNITY COVID-19 OFFICES & MINISTRIES OUR FAITH OUTREACH CONTACT US DONATE

RESOURCES

HOME  
ABOUT ORAT  
RESETTLEMENT FAQ  
FORMS  
TUTORIALS  
INFORMATION SESSIONS  
RESOURCES  
COVID-19 RESOURCES

### Resources

We have provided below a number of resources to assist refugees, cosponsors, and constituent groups:

1. Narrative Guide Generic
2. Interview Guide
3. RAP Calculator and Budget Workbook
4. Private Sponsorship of Refugees (PSR) Program FAQs
5. CG Handbook
6. Sponsor Resource Toolbox
7. UNHCR Global Trends Report for 2019

# Online Resources for CGs (cont'd): *CG Handbook and Sponsor Resource Toolbox*

## Constituent Group Handbook

Best Practices & Frameworks  
*for*  
Constituent Groups (CGs)



*"Like the Holy Family, forced to flee"*



Office for  
Refugees

1 | Page

The CG Handbook provides CGs with a framework, principles, best practices and overarching information on various aspects of refugee sponsorship. It includes best practices from CGs and from our own experience.

<https://www.archtoronto.org/refugee/Documents/O%20CG%20Handbook%2028-May-20.pdf>

Click on links to access full documents



## Sponsor Resource Toolbox



*"Coming to the aid of refugees"*



Office for  
Refugees

1 | Page

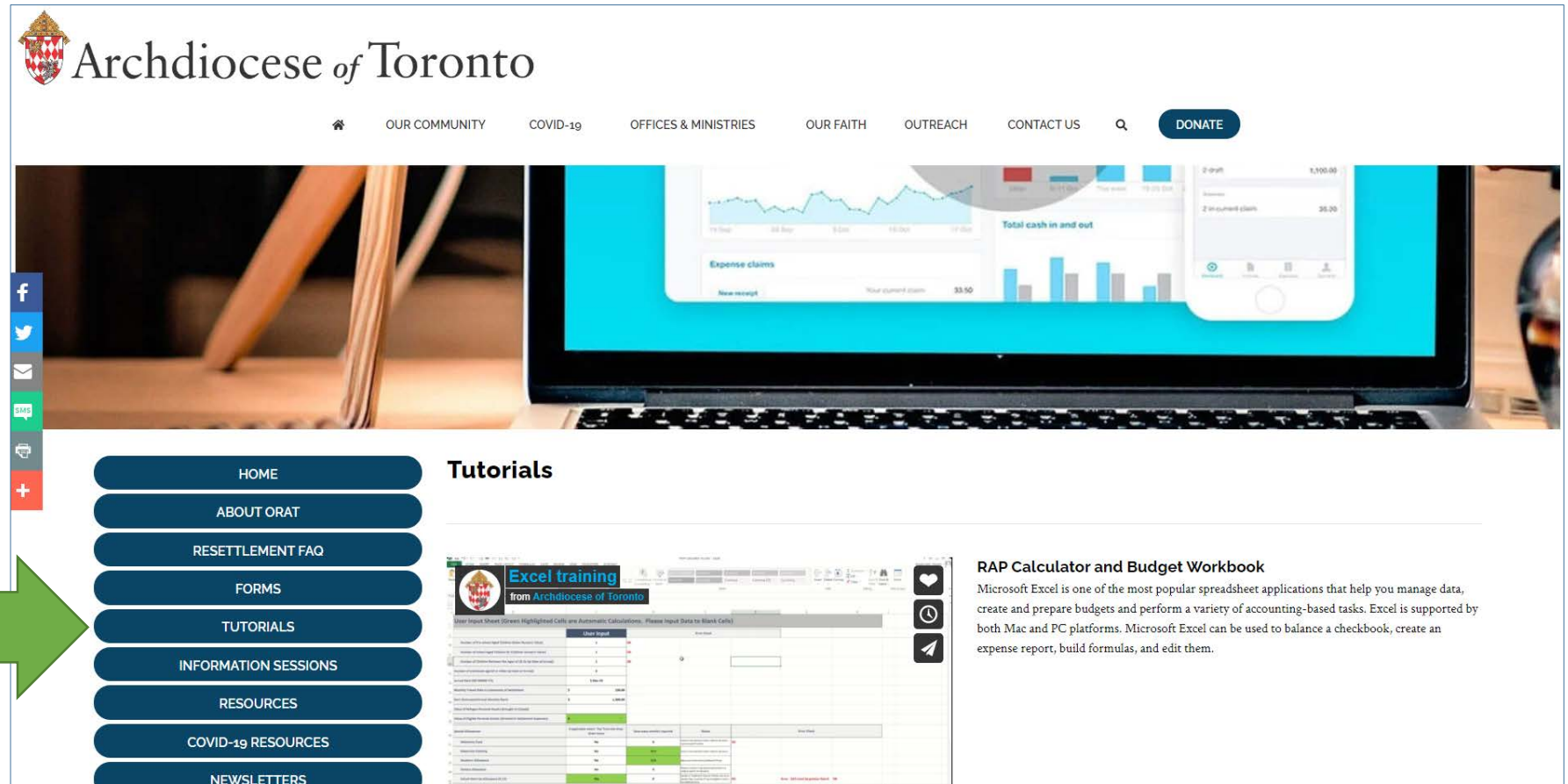
The Sponsor Resource Toolbox provides cosponsors and CGs with instructions and helpful resources for many aspects of refugee settlement.

<https://www.archtoronto.org/refugee/Documents/O%20Sponsor%20Resource%20Toolbox%2011-Jun-20.pdf>



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Archdiocese of Toronto

# Online Resources for CGs (cont'd): *Tutorials*



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HOME  
ABOUT ORAT  
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INFORMATION SESSIONS  
RESOURCES  
COVID-19 RESOURCES  
NEWSLETTERS

### Tutorials

#### Excel training from Archdiocese of Toronto

User Input Sheet (Green Highlighted Cells are Automatic Calculations. Please Input Data to Blank Cells)

Item	Amount	Category	Month	Year
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#### RAP Calculator and Budget Workbook

Microsoft Excel is one of the most popular spreadsheet applications that help you manage data, create and prepare budgets and perform a variety of accounting-based tasks. Excel is supported by both Mac and PC platforms. Microsoft Excel can be used to balance a checkbook, create an expense report, build formulas, and edit them.

# Online Resources for CGs (cont'd): *COVID19 Resources*



The screenshot shows the website for the Archdiocese of Toronto. At the top left is the Archdiocese logo. The main navigation menu includes: HOME, OUR COMMUNITY, COVID-19, OFFICES & MINISTRIES, OUR FAITH, OUTREACH, CONTACT US, and a DONATE button. A large blue banner features the text "COVID-19 UPDATES AND RESOURCES" over a background of virus particles. On the left side, there is a vertical stack of social media and utility icons: Facebook, Twitter, Email, SMS, Print, and a plus sign. Below the banner is a vertical menu of dark blue buttons with white text: HOME, ABOUT ORAT, RESETTLEMENT FAQ, FORMS, TUTORIALS, INFORMATION SESSIONS, RESOURCES, and COVID-19 RESOURCES. A large green arrow points from the left towards the "COVID-19 RESOURCES" button. To the right of this menu, under the heading "COVID-19 Resources", is a numbered list of six items.

Archdiocese of Toronto

OUR COMMUNITY COVID-19 OFFICES & MINISTRIES OUR FAITH OUTREACH CONTACT US DONATE

## COVID-19 UPDATES AND RESOURCES

- HOME
- ABOUT ORAT
- RESETTLEMENT FAQ
- FORMS
- TUTORIALS
- INFORMATION SESSIONS
- RESOURCES
- COVID-19 RESOURCES

### COVID-19 Resources

1. Guidance for Private Sponsor Regarding Covid-19
2. Covid-19 Economic Response Plan FAQ
3. Travel Resumption Resource Kit for Sponsors
4. Covid-19 Factsheet for Refugees - English
5. Covid-19 Factsheet for Refugees - French
6. New Travel Restrictions 22-Feb-21



# Stakeholders & their Responsibilities

## Stakeholders

**ORAT**

## What role do they play?

- Provides training and tools to CGs & processes Immigration forms
- Provide support for CGs & oversight of settlement efforts

**Refugee**

- Update CG & ORAT on IRCC's communication with them
- Update CG & ORAT with changes to family composition

**CG**

- Communication with refugee and parish community
- Refugee Settlement

**Parish  
Community**

- Mobilize resources (Committee Members, in-kind support, fundraising, etc)
- Welcome & support refugees

**Government**

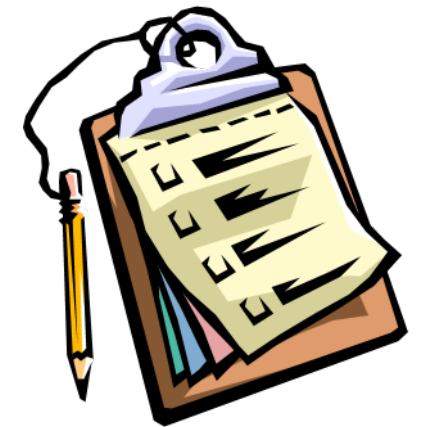
- Process application & provide updates to refugees, CG and ORAT



# Questions & Answers

## ORAT Contact Information:

- Email: [oratoutreach@archtoronto.org](mailto:oratoutreach@archtoronto.org)
- Website: [www.orat.ca](http://www.orat.ca)



# Appendix



# Accessing Settlement Funds

## Pre-Arrival

- Submit cheque request to ORAT along with a 3-month budget when refugee submits passport for visa.

## Ongoing

- Review budget with newcomer at the end of each month
  - Middle of second month of quarter submit cheque request with updated 3-month budget.
  - Adjust budget and money required from ORAT as needed i.e. personal assets, earned income and in-kind deductions.

## Notes

- Takes about 4 weeks for cheques to be issued.
- Cheques issued every 3-month.



# Finances

- Social Insurance Number (SIN) document
- Banking
- Taxes
- Explain monthly expenses
- Travel loan

Need help: [www.Settlement.org](http://www.Settlement.org) (settlement & financial counselling)



# Finding Housing

- Determine the amount available for rent and living allowance.
- Look for housing options in the community that are *affordable*.
- Temporary housing.
- Start-up costs
  - Furniture, household effects, linens, bedding, food staples, etc..
  - Consider in-kind donations for these items.

Need Help: Look for housing help centres.



# Education and Jobs

- **School Registration, if applicable**
- **Child Care, if applicable**
- **Employment**
  - Temp agencies
  - Leverage personal networks
  - Prepare resume and cover letter
  - Employment counselling



# Health and Recreation

## Health

- Health coverage:
  - Ontario Health Insurance Plan (OHIP)
  - Interim Federal Health (IFH)
  - Trillium Drug Program
- Family doctor, dentist, etc.
- Hospitals, walk-in clinics, etc.

## Recreation

- Recreation facilities in the area
- Sports leagues
- Canadian Tire Jumpstart





# Settlement Services

## Required settlement services that should be accessed:

- Language Assessment (ESL, LINC)
- Needs Assessment
- Employment Counselling
- Canada Child Benefit (CCB), if applicable
- Ontario Disability Support Program (ODSP), if applicable
- Government Issued Documents (e.g., SIN, OHIP, IFH, Drivers Licence..)

It is important to retain copies of all aforementioned documents and contact information for the settlement worker and agency.



# Shopping, Services and Transit

- **Value Stores (shop economically)**
  - Comparison shopping, price matching
  - National food vs specialty stores
  - Consider using “Flipp” Smartphone app
- **HST/GST**
- **Clothing: Shop in second hand and/or bargain shops**
- **Library: Free computer usage, internet access, books and DVDs**
- **Transportation options: Local transit maps & passes, car pooling, ride share etc.**

# Language, Culture and Faith

- Identify interpreters
- Free language classes
  - English as a Second Language (ESL)
  - Language Instruction for Newcomers (LINC)
- Plan to support the newcomer's cultural adjustment
  - refugee/ethno-cultural groups, and community social support groups
- Teach them about Canadian culture
- Assist with linking newcomer to their faith community



# Crisis, Trauma and Emergencies

- **Crisis & trauma counselling**
  - Canadian Centre for Victims of Torture (CCVT): [www.ccvvt.org](http://www.ccvvt.org); 416-363-1066
- **Contact person for emergencies**
- **TeleHealth 1 866-797-0000 (toll free)**
- **Refugee Health Line 1 866-286-4770 (toll free)**
- **Mental Health Line 1 866-531-2600 (toll free)**
- **911**



# Next steps

- Prepare the Settlement Plan (required for submission of case)
- Plan how to cooperate with family members here in Canada
- Regularly review the Settlement Plan
- Attend CG Seminars

