



## NORTH AMERICAN DIVISION

# Risk Management Initiatives

### Purpose and Scope

Each year Adventist Risk Management, Inc. (ARM) and the North American Division (NAD) Risk Management Committee pursue specific, practical initiatives as a response to the increased frequency of large casualty losses. We have a duty to protect the assets we have been entrusted with, and we must strive to provide an environment that is safe for employees, members, guests, and volunteers so the ministry of the Seventh-day Adventist® Church can grow. In order to accomplish this, we must continue to invest in the ministry of risk management.

These NAD Risk Management Initiatives build on the policy guidelines and resources already in place. Complacency regarding risk management is one of the greatest threats we face. This can be remedied by each of us as leaders making risk management a key priority at all levels of our organizations, and by providing more intentional education for our leaders, staff, and local volunteers. This is something we can accomplish together.

### 2021 NAD Risk Management Initiatives

This year's emphasis will be placed on achieving quantifiable results by creating opportunities for organizational leadership to support risk management initiatives throughout their organizations. The 2021 NAD Risk Management Initiatives are:

- **Conference Risk Management Committee**
- **Risk Management for Pastors**
- **Risk Management for Safety Officers**
- **Removal of Prohibited Vehicles (15-Passenger Vans)**

**PLEASE NOTE:** Items underlined below indicate a resource that will be shared with the organization's risk management committee to facilitate implementation of the goal.



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## CONFERENCE RISK MANAGEMENT COMMITTEE

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### WHY

It is important for conference leadership to set up time and resources to address the protection and stewardship of the assets entrusted. The implementation of a risk management committee to focus on safety should set the tone that identifying risks and managing them is important to the long-term success of our ministry.



## WHAT

### 1) **Schedule and creation of a risk management committee by no later than January 31, 2021.**

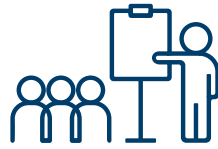
- a. Members—president (chair), the president has the opportunity to set the tone from the top. The ministry of risk management is about preserving the ability to accomplish the organization’s mission and this should be the first priority of the president. No one else has the opportunity to lead across all ministry functions as this role.
  - i. The committee should include the executive secretary, treasurer, and conference selected ministry leadership such as youth and education.
  - ii. The ARM account executive (secretary) should provide structure to the meetings as they draft the agenda for approval by the chair. The account executive will also provide information, data, and resources to support the committee’s efforts.
- b. Meets no less than semi-annually, with the 2021 schedule of meetings to be set by no later than **January 31, 2021.**

### 2) **Standing Agenda items for 2021**

- a. Review loss analysis trends (frequent and/or severe losses) to prioritize loss control, inspection and education efforts.
- b. Strategize to communicate to constituent organization leadership the methods and importance of preventing frozen pipes and caring for “closed” buildings. ARM will prepare an [information package](#) to support this effort by January 1, 2021.
- c. Strategize to remove any remaining prohibited vehicles, such as 15-passenger vans, from all use.
  - i. Communicate policy to all constituent organization leadership
  - ii. Set effective date to achieve the goal
- d. Review any trends of received survey (self-assessments or vendor completed) recommendations, especially high-risk notifications. Take action to follow up with local church/school as needed.
- e. Each constituent organization “audit” should include risk management questions including regarding the use of prohibited vehicles, including 15-passenger vans. This information should be relayed back to the conference risk management committee for follow-up.
- f. Review and create opportunities for educational presentations during 2021 meetings: workers meetings, camp staff orientation, and local church leadership meetings.
- g. Promote Risk Management communication
  - i. Provide updated employee email addresses (organization provided email accounts) to ARM for inclusion in our *Solutions* risk management e-newsletter.
  - ii. Increase participation in receiving ARM’s *Solutions* e-newsletter by proactively advising local church and school leadership to subscribe.

## WHO

- Top three officers of each organization
- Key ministry directors in the organization
- Risk Manager
- ARM Account Executive



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## RISK MANAGEMENT FOR PASTORS

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### WHY

Pastors serve as key leaders in our churches. The areas that the pastor values and understands become the priorities of the church. If our churches are going to be more effective in risk management, we must raise our pastors' awareness and knowledge in this area. This initiative is focused on providing pastors the knowledge and resources to be prepared to lead their church in risk management. The goal is to educate in the following areas:

- Local church big-picture issues, such as apparent authority of the pastor, contracts and contractors, child protection planning, streaming video and copyright, crisis communication, physical plant maintenance, and insurance.
- Delegating with a system of accountability and follow-through by electing a safety officer and safety committees that report to the board, prioritizing self-assessments, follow-up on recommendations, and emergency planning.

### WHAT

- 1) Support Pastor's Learning
  - a. Conferences will make opportunities to promote risk management as a priority to pastors.
  - b. Conferences will make opportunities for ARM to make a presentation on risk management for pastors.
  - c. ARM will prepare a new course of study that addresses key risk management information for pastors. This course will be available by March 2021.
- 2) Conference to encourage pastors to guide their churches to elect a safety officer (and committee where possible) to provide a risk management voice and support for all church/school ministries.

### WHO

- ARM
- Organization Risk Management Committee
- Pastor



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## RISK MANAGEMENT FOR SAFETY OFFICERS

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### WHY

A safety officer can be a key part of helping a church or school stay focused on mission and avoid unforeseen pitfalls or other calamities that distract from their goals. This key role works with the church leadership team across ministry functions to educate and implement important risk management processes to avoid or control risks. They can develop and implement various risk management plan components such as:



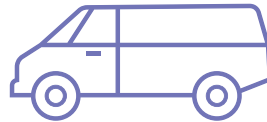
- [Self-assessment and follow up](#)
- [Seasonal maintenance schedule](#)
- [Emergency plan](#)
- [Security plan](#)
- [Child protection plan](#)

## WHAT

- 1) Support Safety Officer Learning
  - a. Conference will make opportunities for ARM make a presentation on risk management for safety officers.
  - b. ARM will prepare a new [course of study that addresses risk management for safety officers](#). This course will be available by March 2021.
- 2) Conference to direct each church or school to elect a safety officer (and create a safety committee where possible).

## WHO

- ARM
- Organization Risk Management Committee
- Pastors



## REMOVAL OF PROHIBITED VEHICLES (15-PASSENGER VANS)

### WHY

Prohibited vehicles, such as 15-passenger vans, are dangerous and should not be used to transport our members or children. Do not use 15-passenger vans any longer. In support of **NAD working policy S 60 31, Vehicle Insurance—7. Fifteen-Passenger Van Use: "In the interest of safety, denominational organizations are advised against the purchase, lease, rental or use of fifteen-passenger vans for sponsored activities...."**

As early as 2001 the 15-passenger van was identified as a significantly dangerous vehicle for transporting passengers. The use of 15-passenger vans has been actively prohibited for more than 15 years by the Adventist® Church in North America. While the Church has taken steps to remove them from use, many local churches and schools continue to use, buy, or rent them.

### WHAT

- 1) Remove all prohibited vehicles (15-passenger vans) from use (owned, hired, or borrowed).
  - a. Communication
    - i. [Letter to all pastors/principals](#) from organization's president; ARM will provide a template to be sent by no later than March 31, 2021.
    - ii. ARM provides [resources about 15-passenger vans](#) via our *Solutions* e-newsletter and website.



- iii. Use ARM's current list of known 15-passenger vans insured with us that were confirmed to be prohibited vehicles (wheelbase over 135 inches) to follow up with local organizations. Strategize to remove/replace remaining vehicles.
- iv. When bringing in a new church into the sisterhood of the conference, a thorough review of the assets must be conducted to prevent 15-passenger vans from being added through this method.

## WHO

- President
- Treasurer
- Risk Manager
- ARM