



## NORTH AMERICAN DIVISION

# 2020 Risk Management Initiatives

This year's emphasis will be placed on creating opportunities for organizational leadership to support, through quantifiable actions, risk management initiatives throughout their organizations.

1. **Conference Risk Management Committee**
2. **Risk Management for Pastors**
3. **Safety Officers**
4. **Removal of 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.

## Purpose and Scope

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Springing as a response to the increased frequency of large casualty losses, Adventist Risk Management,<sup>®</sup> Inc. working with the North American Division Risk Management Committee pursues specific, practical initiatives each year. We owe a duty to protect the assets we have been entrusted, and we must provide an environment that is safe for employees, members, guests, and volunteers so the ministry of our Church can grow. We must continue to invest in risk management as a part of ministry.

The 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 us as leaders by making risk management a key priority at all levels of our organizations, and by providing more clearly intentional education for our leaders, staff, and local volunteers. This is something we can accomplish together.



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## CONFERENCE RISK MANAGEMENT COMMITTEE

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### WHY

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

### WHAT

- 1) **Schedule/creation of a risk management committee by no later than January 31, 2019.**
  - 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 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 and provide information, data and resources to support the committee’s efforts.
  - b. Meets no less than semi-annually; 2020 schedule of meetings to be set by no later than January 31, 2020.
- 2) **Standing Agenda items for 2020**
  - a. Strategize to remove 15-passenger vans from all use.
    - i. Communicate policy to all constituent organizations
    - ii. Set effective date to achieve the goal
  - b. Review loss analysis to prioritize inspection, education and loss control efforts.
  - c. Review of received survey (self-assessments) recommendations. Take action to follow up with local church/school as needed.
  - d. Review [camp risk management plan \(camp risk management plan checklist, available January 31, 2020\)](#). Further review ACA accreditation of camp (or equivalent).
  - e. Promote Safety Sabbath emergency planning and drills in churches.
  - f. Review and create opportunities for educational presentations during 2020 meetings: workers meetings, camp staff orientation, local church leadership meetings.
  - g. Promote Risk Management communication
    - i. Provide updated employee email addresses (organization provided email accounts) to ARM for inclusion in the *Solutions* online risk management articles.
    - ii. Increase participation in receiving ARM *Solutions* online articles by proactively advising local church and school leadership to sign up.

### WHO

- 1) Top three Officers of each organization
- 2) Key Ministry Directors in the organization
- 3) Risk Manager
- 4) ARM Account Executive



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## RISK MANAGEMENT FOR PASTORS

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### WHY

Pastors serve as key leaders in our churches. Those 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 Safety Officers/Committees that report to the board. Prioritizing self-assessments, follow-up on recommendations, and emergency planning.

### WHAT

#### 1. Support Pastor's Learning

- a. ARM will prepare new course of study that addresses key risk management information for Pastors. To be available by November 2020.
- b. ARM is a sponsor of the 2020 Called Convention and will present key risk management topics.

#### 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 mini

### WHO

- 1) ARM
- 2) Organization Risk Management Committee
- 3) Pastors



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## 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:

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

## WHAT

### 1) Support Safety Officer Learning.

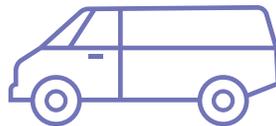
a. ARM will prepare [course of study that addresses risk management for Safety Officers](#) to be available by November 2020.

### 2) Each church or school should elect a safety officer (and create risk management committee where possible).

### 3) Conference to make opportunities to provide risk management training (invite ARM Account Executive to provide training) for lay leaders.

## WHO

- 1) ARM
- 2) Organization Risk Management Committee
- 3) Pastors



## 15-PASSENGER VANS—REMOVAL FROM USE

## WHY

Fifteen-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....*

The 15-passenger van was identified as early as 2001 as a significantly dangerous vehicle for transporting passengers. The use of 15-passenger vans has been greatly discouraged and, more recently, actively prohibited by the Adventist Church across the North American Division for a little over 15 years. While the Church has taken steps to remove them from use, many churches continue to use, buy, or rent them.

## WHAT

### 1) Remove all 15-passenger vans from use (owned, hired, or borrowed).

- a. Communication
  - i. [Letter to all pastors/superintendents](#) from organization's president; ARM will provide a template to be sent by no later than March 31, 2020.
  - ii. ARM provides [resources about 15-passenger vans](#) via our *Solutions* e-newsletter and website.
  - iii. ARM (if possible will provide a [list of current \(known\) 15-passenger vans](#) insured with us. This will be provided by no later than March 31, 2020.



- iv. When bringing a new church into the sisterhood of the conference, a thorough review of the assets must be conducted to prevent 15-passenger vans from coming in that way.
- v. Each local church/school audit should include risk management questions regarding the use of 15-passenger vans. This information should be relayed to the conference risk management committee for follow-up.

## WHO

- 1) President
- 2) Treasurer
- 3) Risk Manager
- 4) ARM