

The Process

Developing Ministry Safeguards & Procedures

Meeting Today's Cultural challenges Without Ministry Compromise

We will be coaching you each step of the journey for the development of your ministry safeguards. There are ten important steps to developing effective safeguards as noted below. When finished the safeguards should become part of your ministry core values and practices. Ministries that have worked with us to complete these have told us that they have less trouble finding persons to volunteer and serve in the ministry. With more and better qualified staff they report they find their attendance is growing and financial giving is growing. We have put some elements in place that should make this process easier and save you time but still produce effective safeguards that meet your specific ministry needs.

Larger and more complex ministries require more work but also have more risk to deal with. Ministries with less than 500 involved are being presented with the most litigation today and it grows the less involved in the ministry. Those with 100 or less involved are being presented the most. The reason: Neglect to get the job done, thus there are no written safeguards or procedures to follow for their protection. Let me know how I can be of assistance. This does not need to be as complicated as it may sound. When done ministries find they function better, have less issues for people involvement since people know what is expected and how best to protect themselves as they serve in the ministry, and how to best protect those that attend, resulting in ministry growth and increases in financial giving as more are involved. People know the ministry is a caring ministry because it took the time to care for that which is necessary to honor God in all they do with excellence.

Three points of introductory information:

1. Below are some pages on our web site for specific items to get you started. These are indexed by the blue bars which are general areas and develop with more specific aspects of the general subject the deeper you go into the web site subject chosen.

<http://www.phelpsfinancial.com/summary/p/125> just click on the blue bars and it will open other pages. There are several thousand pages if you do not find a specific area you need please let me know. One the home there is a search field that will accept a word or phrase to search for that should help as well.

2. Have your main ministry leaders watch the presentation to help their understanding of risk and the process. This can be watched through our secure internet site with the following user ID (ask for yours) and pass Code (ask for yours). These are for your ministry and not to be shared with another ministry. This material is copyrighted and is for viewing only not for downloading which could damage your computer.

Access this area by going to the top of the web page and clicking the association tab. Ignore the error message by saying YES. This is to keep people away that should not be using this location. Enter the given ID and Pass CODE for your ministry. Once on the site note the log out in the upper right in the blue area. Please log out when you are done viewing each time. There are 6 sessions to the developing presentation. PowerPoint is needed and something better than a dialup connection. Let me know if you need help. Toll Free (877) 471-7997 or by email.

The first choice a yellow folder will assist with developing procedures but you should watch the other two which cover specific issues. Click on the name of the folder to its right to open each time. Each slide is numbered in the lower right so you can note the slide you were on if you should have to leave and return to finish a presentation. This will involve some dedicated time as your ministry has their hands dealing with a lot of risk as do most today. During the presentation you will be presented current ministry cultural risks, the foundation to build on, and point by point how to develop your own ministry safeguards. Each ministry has specific risk and thus should write their own so they properly match their risk factors. I will be available at any time you might need me to assist you. We provide all clients at no charge coaching for getting this undertaking completed. In person, phone, email, or other. We feel for today's culture this is one of the most critical aspects for your ministry. Developing effective safeguards is more critical than your insurance program for your ministry. It is like keeping the brakes checked on your auto, most critical. This process is best done with the involvement of all ministry heads or directors for all ministry aspects.

3. Here are the risk areas that should be included in your development process. This is also in the order that litigation is presenting itself to ministries today for these areas.

1. Employee, Volunteer, and Employer practices
2. Building maintenance, slips and falls
3. Financial practices including record keeping, security, integrity, privacy
4. Sexual Misconduct, child abuse, and sexual harassment
5. Data procedures and care, security, integrity, and privacy
6. Transportation for owned and non-owned vehicles, drivers and passengers
7. Emergency procedures for possible ministry emergencies.
8. Communications of the ministry, events, daily, during emergencies and etc.

The developing process:

1. Start by having each director or leader view on their own time the sessions for the presentation. After they have viewed the session they should be ready to look at the ministry with risk glasses on.
2. Call a meeting of all directors or leaders to then discuss and review all risk factors for their area of ministry recording each one to deal with. Example: adult to child ratio during all events involving children.

3. Afterward note all known risks discussing how your ministry will deal with each risk. Some will require modification, some you should not do, others need insurance assistance, etc.
4. After this meeting each director or leader should write safeguards and procedures for their area of ministry dealing with each known risk factor of their area. Each one should review subject matter for this on our web site that should assist them with writing safeguards for the risks they are to deal with. Some aspect may be a simple cut and past other will more modification. We have tried to help you with this as much as possible. If you do not find information on a risk area that needs to be dealt with for your ministry please contact us for information.
5. Next all should be complied and put in ministry user friendly form with each aspect properly coordinated with the whole.
6. Send a copy of draft to my office for review and annotation.
7. Print final form and call a meeting of all church leaders and volunteers at which each should read to understand, and sign a form as such and that they will do their best to follow.
8. Review how things are going from time to time and modify any aspects that may need modification so as to offer the best results for the ministry and avoiding hardships as much as possible.
9. An annual review with all leaders and volunteers should follow at which meeting the safeguards are reread and signed off on again with any updates found needed.
10. Sign off sheets must be kept indefinitely by the ministry, with a copy provided for each ministry worker for their own file also.

Suggested sign off form:

Name: _____ for year

___ I have received and reviewed a complete current copy of the ministry safeguards

___ I agree to do my best to abide by the ministry safeguards as presented.

___ I have questions concerning the following to properly understand them: