



*THE MILTON SPRINGS CHURCH WAS DESPERATELY IN NEED  
OF A MASTER PLAN.*

## **Procedures and Safeguards Where to Start & Keeping Them Current**

One of the most critical element elements for ministries today is their procedures and safeguards which should be reflective of their risk management studies. This review should cover, handbooks, applications, job descriptions, day to day operations, and such that are continually updated so they are current with realized ministry risks and cultural risk changes. An annual review today is very necessary along with your annual risk management review.

After a quality risk management review study, the following procedures and safeguards should be reviewed for their effectiveness in dealing with the realized risk factors. The key factors to consider are frequency (how often can a risk happen) and severity (how much deficiency will the risk develop morally, physical injury, death, or financially). Start with what you feel are your highest risks and work down from those but bring all in line with reasonable management. Here are three questions that all volunteers and employees should continually ask themselves as they serve in the ministry.

1. Is what I am doing presently increasing my personal risk or that of the ministry?
2. What can be done to reduce the risk for myself and the ministry?
3. Are there some things I should not do or the ministry should not do?

Procedures and safeguards to review annually with your volunteers and employees. As you develop these and update these please review our web site for those areas that deal with each area for elements that are critical to include. When completed please forward a copy to us and we will review them or work with you on location to assist you with effectiveness in managing your risks.

1. Risk Management study procedures
2. Disaster plans and recovery procedures and safeguards
3. Building and grounds handbook, including care and use forms
4. Transportation procedures, drivers and vehicles owned and non-owned
5. Safety procedures, building evacuations for fire, storms, security lockdown, key distribution, equipment use, and safety personal job descriptions, etc.
6. Data privacy, storage, security, and integrity procedures
7. Ministry financial procedures
8. Organizational communication procedures
9. Counseling procedures
10. Organizational chart
11. Application for employees and volunteers
12. Employee and volunteer handbook
13. Application for student volunteers
14. Trips, special activity, and event procedures