

Best Practices & Resources

Table VI

	Operational Risk Issue	Best Practice	Resource
1	Annual performance review for employees	Complete annual performance review. Usually Sr. pastor or administrative person completes. Reports to board.	Performance review form provided in CD www.churchlaw.com HR Answers Inc
2	Background checks for volunteers & employees	Background checks completed as part of pre employment, then every three years on all employees, volunteers and board members.	www.brotherhoodmutual.com www.reducingtherisk.com
3	Buildings & equipment insured to replacement	Have agent complete a property survey or appraisal and update annually	Your insurance agent
4	Buildings up to current codes	Agent should perform an analysis based on age of building and cost of upgrades	Your insurance agent
5	Children's ministries policies/procedures	Policy manual for all employees and volunteers outlining procedures. Two staff present at all times.	www.churchlaw.com www.reducingtherisk.com
6			
7	Counseling	Ministry should have a set of counseling protocols Make sure all counselors have State licensing Get opinion form insurance agent/company confirming coverage Put window in office door so to remove temptations	Provided in CD
8	Copyright	Ministry should review all material used every three years to make sure usage falls within copyright laws	www.churchlaw.com
9	Crises management	Many ministries have a crisis plan outlining actions in event of emergency to natural disaster	Sample provided in CD www.brotherhoodmutual.com jeffhanna.org www.nonprofitrisk.org cmirisk.com www.cppsites.com
10	Cyber Risk- loss of data	Maintain insurance for loss of data to cost of reproduction. If your ministry operates web site, insure against virus and hackers.	www.churchlaw.com www.nacba.net Request quote and coverage from agent
11	Directors & Officers liability	Most ministries should carry D & O insurance, \$300,000 minimum	Request quote and coverage from agent http://www.managementhelp.org
12	Employee dishonesty	Most ministries carry an employee dishonesty bond, \$10,000 minimum	Request quote and coverage from agent
13	Employee handbook	Maintain a complete set of employment policies, as required by your state and federal law	Sample provided in CD www.churchlaw.com www.cmirisk.com
14	Employment Contracts	Maintain employment agreements on all employees, usually managed by the board	Sample provided in CD www.churchlaw.com www.nacba.net
15	Employment practices liability	Most ministries should carry employment liability insurance, \$300,000 minimum	Request quote and coverage from agent
16	Equipment in transit	Extend your property insurance to cover the value of equipment being used away from the main location	Request your agent to provide assistance

17	Extra expense & loss of income (giving, tuition, rental income)	Most ministries maintain coverage for extra expense and loss of income, Limits depend on exposure	Request a review by your agent
18	Finance & accounting issues	Have a written procedure on financial management. Require two signatures	www.safechurch.com www.churchsolutionmag.com www.nacba.net
19	Food handling safety	Food preparation should include at least one person with food handlers cards present at all time when food prepared	www.brotherhoodmutual.com www.orfoodhandlers.com
20	Foreign Travel	Foreign travel and medical insurance, medical release, training, and releases sign by all participants Have written safety manual and distribute to all participants Hold training on culture and safety Require physical, depending on age and activity Make sure county has approval of State Department	Complete Foreign Travel manual provided in CD http://globaled.us/safeti/ http://travel.state.gov www.safetravelinstitute.com
21	Internet usage	Formal policy included in employee handbook which outlines usage and controls	Copy in CD
22	Loss of money-theft	Maintain insurance for loss of money, \$5,000 minimum	Request quote and coverage from agent www.nacba.net
23	Outside organizations using facilities	Require facility use agreement for all individuals and company's	Copy in CD
24	Parking lots		
25	Playgrounds	Inspect all equipment annually. Maintain at least six to twelve inches of bark or cushion	National Program for Playground Safety, University of Northern Iowa www.uni.edu/playground
26	Property of others	If ministry uses property of others, it should be insured under ministry insurance policy	Request agent to provide options
27	Security	Have a written security plan, based on your ministry size and need	Copy in CD www.nonprofitrisk.org www.nacba.net
28	Sex offender policy	Have a policy that addresses the issue of what to do when a "Christian" who is a sex offender desires to attend your church	Copy in CD www.reducingtherisk.com
29	Sexual abuse policy	Maintain a written policy outlining the policy of your ministry.	www.reducingtherisk.com
30	Vehicle safety	Regular vehicle inspections, motor vehicle record checks, modify all 15 passenger vans to 12.	