



## **Risk Management in Christian Ministry CEAM 6308**

New Orleans Baptist Theological Seminary

Christian Education Division

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*The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church.*

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### **Purpose of the Course**

The purpose of this course is to provide a risk management competency for Christian ministers.

### **Core Value Focus**

*Doctrinal Integrity* – Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. The doctrinal statements used in our evaluations are our Articles of Religious Belief and the Baptist Faith and Message Statement.

*Spiritual Vitality* – We are a worshiping community, with both personal spirituality and gathering together as a Seminary for the praise and adoration of God and instruction in His Word.

*Mission Focus* – We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.

*Characteristic Excellence* – What we do, we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.

*Servant Leadership* – We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

Annually, the President will designate a core value that will become the focus of pedagogy for the year. For 2014-15 academic year that Core Value is *Spiritual Vitality*.

### **Curriculum Competencies Addressed**

This course will address the following curriculum competencies: (Include only those competencies address in your course.)

1. *Theological and historical perspective*: A biblical perspective of personal and corporate alertness and protection is explored.
2. *Effective servant leadership*: An analysis of cooperative and participative leadership as well as significant factors that lead to effective and efficient staff relationships.
3. *Interpersonal relationships*: The course seeks to establish the foundation for a harmonious as well as effective organization to conduct the work of the church.

4. *Disciple making*: Useful and professional tools are developed to ensure proper, safe, and appropriate ministry is conducted.

### **Course Description**

This course provides an investigation into the contemporary influence of risk management in the ministry of the local church and Christian organization. Students will review and evaluate critical areas of risk management such as; personnel risk management, property risk administration, financial and fiduciary risk, and general congregational and program risk management. Issues of safety, security, insurance and legal mandates placed on religious non-profit organizations will be discussed.

### **Student Learning Outcomes**

The student involved in this course should be able to accomplish the following:

1. Apply knowledge and understanding of basic risk management issues and strategies to implications for the safe and secure practice of Christian ministry in the local church or religious organization.
2. Value the implications for risk management in the ministry of the local church or Christian based organization
3. Develop a risk management strategy and document for a facet of ministry in the local church or Christian organization.

### **Required Readings**

The following texts and resources are required reading for class discussions and are to be read in their entirety unless otherwise specified.

#### **Required Texts**

Welch, Robert. *Church Administration: Creating Efficiency for Effective Church Ministry*, Second Edition. Nashville: Broadman & Holman Academic Press, 2011.

GuideOne Center for Risk Management. *The Missing Ministry: Safety, Risk Management, and Protecting Your Church*. Group Publishing, 2008.

Welch, Robert. *Serving by Safeguarding Your Church*. Grand Rapids: Zondervan, 2002.

#### **Optional Texts**

It is strongly recommended that students download the following free materials provided by these insurance company resources:

Guide One Insurance, "Essential Steps to a Safer Church" 2012 Resource Guide. Available as a free download from the author at [guideone.com](http://guideone.com).

Church Mutual Insurance Company, "Risk Reporter" a quarterly free subscriber publication found at [churchmutual.com](http://churchmutual.com). Back issues are also available for download.

Brotherhood Mutual Insurance Company, "The Big Book of Checklists: Risk Management Checklists for Ministries." Available as a free download from the publisher at [brotherhoodmutual.com](http://brotherhoodmutual.com)

See Bibliography below for additional texts and electronic resources.

### **Course Teaching Methodology**

#### **Units of Study**

Unit I The Biblical and Theological Foundation for Risk Management

Unit II Safety Issues in the Ministry: Personnel, Fiscal, Property

Unit III Security Issues in the Ministry: Personnel, Fiscal, Property

Unit IV Insurance Issues in the Ministry: Personnel, Fiscal, Property

Unit V Risk Management issues in Program and Ministry

Unit VI Strategic Planning for Risk Management

**Teaching Method.** This course will be the combination of lecture, case study analysis, student interaction, research and reporting by the student.

### **Assignments and Evaluation Criteria**

#### **Assignments:**

1. The student will conduct a safety assessment of a church or Christian organization using an instrument provided by the professor and present their findings during class discussion periods. 15% Date Due 2/26
2. In a mid-term examination, the student will respond to questions relating to the materials presented in lectures, research, and reports. 20% Date Due 3/12
3. The student will research an assigned facet of church ministry and from the perspective of safety, security, and insurance create a researched document that explains policy and procedure relating to risk management for that area of ministerial management and make presentation to the class relating to the results of that research. 50% Date Due 4/23
4. The student will compile a notebook of resource materials related to risk management. Sections of the notebook will include safety, security, and insurance issues in the local church from hardcopy, internet, or electronic resources. 15% Date Due 4/2

### **Course Policies**

All papers will be typed and placed in proper Turabian 6<sup>th</sup> edition format. All work will be due the date specified. Late work will be penalized for each academic day late.

Absences will impact the student's grade in two ways: first, since the class is interactive by using case studies, the students will not be given credit for participating in the case study of the day. Secondly, while Seminary policy allows only a certain number of days of excused absence there will be a penalty assessed for days of unexcused absence.

Students are expected to adhere to Seminary code with regard to dress, use of electronic media in the classroom, and participation.

Netiquette: Appropriate Online Behavior. Each student is expected to demonstrate appropriate Christian behavior when working online or whenever interaction occurs through web, digital, or other electronic medium. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

### **Academic Honesty Policy**

All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

### **Grading Scale**

A 100-93      B 92-85      C 84-77      D 76-70      F 69 and below

### **Course Schedule**

#### *Hybrid One:*

Biblical and Theological Foundations  
Church/Ministry Documents  
Introduction to Risk Management  
Safety Issues in Personnel Matters  
Safety Issues in Fiscal Matters

#### *Hybrid Two*

Safety Issues in Property Matters  
Security Issues in Personnel Matters  
Security Issues in Fiscal Matters  
Security Issues in Property Matters

#### *Hybrid Three*

Insurance Issues in Personnel Matters  
Insurance Issues in Fiscal Matters  
Insurance Issues in Property Matters  
Ministerial Issues in Pastoral Ministry

#### *Hybrid Four*

Ministerial Issues in Crisis Management  
Ministerial Issues in Misconduct and Harassment  
Ministerial Issues with regard to Children and Youth  
Malpractice, theft, and violence  
Copyright and Document Management  
Political Action

### **Selected Bibliography**

#### **Publications:**

Aquiar, Ron. *Keeping your Church Safe*. Yulon Press, 2008.  
Bloss, Julie L. *The Church Guide to Employment Law*. Matthews, NC.: Christian Ministry Resources, 1994.

Cirtin, Robert, John Eddie, and Dennis Lewis. *Church Safety and Security: A Practical Guide*. Lima OH: CSS Publishing Company, 2005.

Cobble, James and Richard Hammar. *Risk Management Handbook for Schools and Churches*. Carrol Stream: Your Church Resources of Christianity Today International, 2007.

Crabtree, Jack. *Better Safe Than Sued*. Loveland, CO: Group Publishing Co., 2009.

Giles, Timothy. *How to Develop and Implement a Security Master Plan*. Boca Raton FL: Auerbach Publications, 2009.

Hammar, Richard R. *Pastor, Church and Law*. 3rd or later edition. Matthews, NC: Christian Ministry Resources, 2012.

Hammar, Klipowicz, and Cobble. *Reducing the Risk of Child Sexual Abuse in Youth Church*. Matthews, NC: Christian Ministry Resources, 1993.

Hanna, Jeffrey W. *Safe and Secure: The Alban Guide to Protecting Youth Congregation*. The Alban Institute, 1999.

Hargrave, Verne. *Weeds in the Garden: The Growing Danger of Fraud Taking Root in the Church*. NACBA Press, 2009. ISBN-10: 0970543395 ISBN-13: 978-0970543394

Melton, Joy T. *Safe Sanctuaries: Reducing the Risk of Abuse in the Church for Youth and Children*. Nashville: Discipleship Resources, 2008.

Taylor, Thomas F. *Seven Deadly Lawsuits*. Nashville, TN.: Abingdon Press, 1999.

Welch, Robert. *Serving by Safeguarding Your Church*. Grand Rapids, MI.: Zondervan, 2002.

#### **Unpublished work:**

Pounds, Bayne Bagdanovich. *The Minister of Youth and Personal Tort Liability: An Analysis of Selected Legal Issues*. (EdD Dissertation). New Orleans, LA.: New Orleans Baptist Theological Seminary, 1993. See this document for an extensive research bibliography for materials to the date of the dissertation.

Guide One Insurance, "Essential Steps to a Safer Church" 2012 Resource Guide. Available as a free download from the author at [guideone.com](http://guideone.com)

Church Mutual Insurance Company, "Risk Reporter" a quarterly free subscriber publication found at [churchmutual.com](http://churchmutual.com). Available back issues are downloadable.

Brotherhood Mutual Insurance Company, "The Big Book of Checklists: Risk Management Checklists for Ministries." Available as a free download from the author at [brotherhoodmutual.com](http://brotherhoodmutual.com)

#### **Websites:**

*Church Law and Tax Report*. Richard R. Hammar, J.D., LL.M., CPA and James F. Cobble, Jr., EdD DMin. Christian Ministry Resources, weekly e-mail updates ([www.churchlawtoday.com](http://www.churchlawtoday.com)).

*Church Risk Management, Inc.* ([www.churchrisk.com](http://www.churchrisk.com))

*GuideOne Center for Risk Management* ([www.guideonecenter.com](http://www.guideonecenter.com))

*Lifeway Christian Resources* ([www.lifeway.com](http://www.lifeway.com))

*Media Services Group, Risk/Crisis Response Team* ([www.msget.com/churchpr/crisis.htm](http://www.msget.com/churchpr/crisis.htm))

*Peacemaker Ministries* ([www.hispeace.org](http://www.hispeace.org))

*Church Safety* ([churchsafety@lists.christianitytoday.com](mailto:churchsafety@lists.christianitytoday.com))

Institute for Church Safety and Risk Management (ICSARM) (<https://www.instituteforchurchsafetyandriskmanagement.com>)