



## **CEAM8306 Risk Management and Church Policy**

Discipleship and Ministry Leadership Division

May 25-27, 2020

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### **Mission Statement**

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

### **Purpose of Course**

The purpose of this course is to help provide a risk management competency for Christian Education students.

### **Our Core Values**

The seminary has five core values.

*Doctrinal Integrity:* Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. Our confessional commitments are outlined in the “Articles of Religious Belief” and the “Baptist Faith and Message 2000.”

*Spiritual Vitality:* We are a worshipping community emphasizing both personal spirituality and gathering together as a Seminary family 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.

For 2019-2020 academic year the Core Value focus is *Spiritual Vitality*.

### **Course Catalog Description**

Churches face an increasingly complex system of rules and regulations imposed by the courts, the government, and common sense. Church leaders will learn to navigate the waters of risk management and establish sound church practices. Risk management describes the process of protecting the persons in the church and the church itself from problems in areas such as insurance, property management, safety, paid and volunteer staff screening and training, contracts, policies, and vehicle liability. This course will help church leaders identify risk areas prior to a loss or tragedy and establish and implement processes for risk management.

### **Student Learning Outcomes**

By the completion of the course, you will be able to:

1. Apply your knowledge and comprehension of basic risk management issues, terminology, and strategies and their implications for the practice of Christian Education in a local church or Christian school. These issues and strategies may include insurance, property management, vehicle and transportation issues, safety, paid and volunteer staff screening and training, contracts, etc.
2. Value the study of risk management and its implications for the practice of Christian Education in a local church or Christian school setting.
3. Formalize a risk management assessment strategy for a local church or Christian school by evaluating risk exposure and enlisting and equipping a risk management team.

### **Textbooks**

#### **Required Textbooks**

Dean, Jody and Allen Jackson, *Protect*. Birmingham, AL: YM360, 2019.

Dimos, Rollie. *Integrity at Stake: Safeguarding Your Church from Financial Fraud*. Grand Rapids, MI: Zondervan, 2016.

Donahue, Bryan. *What They Don't Tell You About Church Safety*. Grand Rapids, MI: Sheepdog Development, 2014.

Lantz, Charles. *Church Law: A concise legal handbook for ministers, pastors, and church leaders*. Lansing, MI: Sophia's House Publishing, 2012.

### **Optional Textbooks**

Bloss, Julie L. *The Church Guide to Employment Law*. Matthews, NC: Christian Ministry Resources, 1994.

Hammar, Richard R. *Pastor, Church, and Law*. Matthews, NC: Christian Ministry Resources, 2000.

\_\_\_\_\_, Steven W. Klipowicz, and James F. Cobble, Jr. *Reducing the Risk of Child Sexual Abuse in Your Church*. Matthews, NC: Christian Ministry Resources, 1993.

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

### **Recommended Websites**

*Church Law and Tax Report*. [www.churchlawtoday.com](http://www.churchlawtoday.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*. <http://www.msget.com/crisis.htm>

*Peacemaker Ministries*. [www.peacemaker.net](http://www.peacemaker.net)

## **Course Requirements**

### **Prior to Arrival**

1. Book Reviews: You will review *Protect* and prepare a summary of the contents of the four sections of the book. Summary should be in the form of a bulleted list and be arranged in three sections: 1) things we should know, 2) things we should be concerned about, and 3) things we should do. A minimum of five bullets should be in each section. A Powerpoint presentation should be prepared to present the bullets.
2. Case Studies: Upon completion of reading *Integrity at Stake*, you will be assigned a case study from the text. In order to illustrate the need for risk management you will prepare a presentation for the seminar that reveals the need for a ministry to have procedures in place to avoid an event or experience like the one presented in the case study. Use the case study and topics presented to craft a response to the case study which will help us to see the main point Dimos is trying to make.
3. You will compile a cumulative binder with the following sections:

- a. Risk management articles from journals, magazines, or newsletters (3)
- b. Online articles (3)
- c. List of websites (10)
- d. Annotated bibliography (5 books)

**Due 3 Weeks After Completion of Class**

- 4. You will personalize a risk management strategy for your own local church or school. Strategy will include:
  - a. Action
  - b. Rationale
  - c. Steps to implementation
  - d. Resources needed (human and financial)

**Course Evaluation**

Book Reviews	20%
Case Studies	20%
Cumulative Research Binder	30%
Comprehensive Risk Management Strategy	30%

**Directed Study Assignments**

- 1. Book Reviews: You will review *Church Law* and prepare a summary of the contents of that section. Summary should be in the form of a bulleted list and be arranged in three sections: 1) things we should know, 2) things we should be concerned about, and 3) things we should do. A minimum of five bullets should be in each section. A powerpoint presentation should be prepared to present the bullets.  
Due: May 27, 2020
- 2. Case Studies: Upon completion of reading *Integrity at Stake*, you will be assigned a case study from the text. In order to illustrate the need for risk management you will prepare a presentation for the seminar that reveals the need for a ministry to have procedures in place to avoid an event or experience like the one presented in the case study. Use the case study and topics presented to craft a response to the case study which will help us to see the main point Dimos is trying to make. A powerpoint presentation would be helpful but is not required.  
Due: May 27, 2020
- 3. You will compile a cumulative binder with the following sections:
  - a. Risk management articles from journals, magazines, or newsletters (3)
  - b. Online articles (3)
  - c. List of websites (10)
  - d. Annotated bibliography (5 books)
 Due: May 27, 2020
- 4. You will personalize a risk management strategy for your own local church or school. Strategy will include:

- a. Action
  - b. Rationale
  - c. Steps to implementation
  - d. Resources needed (human and financial)
- Due: May 27, 2020
5. Rationale and Definitions for Risk Management and Church Policy. Each student will identify key components of risk management and church policy that should be non-negotiable for any congregation or ministry. This assignment should have a minimum of 10 non-negotiables with a ½ page rational and definition for each component.  
Due: May 27, 2020

## **Course Policies**

### **Reading Assignments**

Students are responsible for completing all reading assignments unless otherwise specified.

### **Professor's Policy on Late Assignments**

All work is due on the assigned date in the syllabus. Doctoral work does not usually accept late assignments.

### **Professor's Availability and Assignment Feedback**

The student may contact the professor at any time using the email address provided in the course syllabus. The professor will make every effort to return answers to emailed questions within a 24-hour period of time. Assignments requiring grading will be returned to the student within a reasonable period of time. Student feedback on graded assignments will be provided through the grading rubric located in the student's Blackboard Grade Book. The student will find comments in the grading rubric, as well as on graded paper assignments. The student may also email the course grader with questions regarding grading.

### **Help for Writing Papers at "The Write Stuff"**

This is the official NOBTS Writing Center online help site for writing academic papers and essays. <http://www.nobts.edu/writing/default.html> You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew.

### **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.

### **Plagiarism on Written Assignments**

NOBTS has a “no tolerance” policy for plagiarism. Please be aware that plagiarism in certain cases may result in expulsion from the seminary. Refer to the NOBTS Student Handbook [http://www.nobts.edu/\\_resources/pdf/studentervices/NOBTSHandbook.pdf](http://www.nobts.edu/_resources/pdf/studentervices/NOBTSHandbook.pdf) where the definition, penalties and policies associated with plagiarism are clearly defined.

### **Classroom Parameters**

Please arrive on time.

Turn off cell phones. Utilize laptops and other technology for class purposes only.

Respect the professor and other members of the class.

Maintain confidentiality when someone shares personal information.

Participate in class and group discussions.

### **Blackboard and ITC Technical Support**

Blackboard is the instructional platform used in this class. Please make sure that your contact information is accurate and up-to-date. If you need assistance, please contact the Information Technology Center (Hardin Student Center 290 or call **504.816.8180**). Here are other helpful links to ITC assistance. [Selfserve@nobts.edu](mailto:Selfserve@nobts.edu) - Email for technical questions/support request for help with the site (Access to online registration, financial account, online transcript, etc.) [BlackboardHelpDesk@nobts.edu](mailto:BlackboardHelpDesk@nobts.edu) - Email for technical questions/support requests with the NOBTS Blackboard System. For Student Assistance in using Blackboard, visit: [Student Bb Help](#). [ITCSupport@nobts.edu](mailto:ITCSupport@nobts.edu) - for general technical questions/support requests. [www.NOBTS.edu/itc/](http://www.NOBTS.edu/itc/) - General NOBTS technical help information is provided on this website.

### **Academic Policies**

Academic policies relate to absences, grading scale, final examination schedules, and other topics can be found in the current online catalog: [New Orleans Baptist Theological Seminary Graduate Catalog](#).

### **Policy for Graduating Seniors**

Graduating Seniors are responsible for alerting the professor of your intention to graduate. All of your assignments must be completed by noon (12:00 PM) on the Wednesday prior to commencement exercises.

## **Course Schedule**

### **Monday May 25,2020**

Introduction of Risk Management

Biblical and Theological Considerations

Chapter presentations from *Protect*

Property/Real Estate

Safety

Insurance

**Tuesday, May 26, 2020**

Contracts, Handling Lawsuits

Criminal vs. Civil Issues

Employee supervision

Presentations of case studies from *Integrity at Stake*

Accounting practices

**Wednesday, May 27, 2020**

Worker screening *Keeping Your Church Safe*

Discipline policies

Events and trips

Vehicles

Policies for Children and Youth Workers

Summary and Evaluation

**Selected Bibliography**

Abkowitz, Mark. *Operational Risk Management: A case study approach to effective planning and response*. Hoboken NJ: John Wiley and Sons, 2008.

Ackoff, Russell L. *Management in Small Doses*. New York, NY: John Wiley & Sons, 1986.

Anderson, Robert C. *Circles of Influence*. Chicago, IL: Moody Press, 1991.

Anthony, Michael and James Estep, Jr. *Management Essentials for Christian Ministry*. Nashville: Broadman & Holman, 2005.

Aquiar, Ron. *Keeping your Church Safe*. Camarillo CA: Salem Communications, Yulon Press, 2008.

Augsburger, David. *Caring Enough to Confront*. Pennsylvania, Scottdale: Herald Press, 1981.

Banks, Robert, and Bernice M. Ledbetter, *Reviewing Leadership: A Christian Evaluation of Current Approaches*. Grand Rapids: Baker Academics, 2004.

Bass, Benard M. *Bass and Stogdill's Handbook of Leadership: Theory, Research, and Managerial Applications*. 3<sup>rd</sup> ed. New York: Free Press, 1990.

Berkley, James D. *Leadership Handbook of Management and Administration*. Grand Rapids: Baker Books, 2011.

Bennett, Brian and Norman Deitch. *Preparing for OSHA's Voluntary Protection Programs*. Hoboken NJ: John Wiley and Sons, 2010.

Bennis, Warren. *On Becoming a Leader*. Reading: Addison-Wesley Publishing Company, Inc., 1989.

Biehl, Bobb. *Master-Planning*. Nashville, TN: Broad & Holman Press, 1997.

Bolman, Lee G. and Joan Gallos *Reframing Academic Leadership*. San Francisco: Jossey-Bass 2011.

Bloss, Julie L. *The Church Guide to Employment Law*. 2<sup>nd</sup> ed. Matthews, NC.: Christian Ministry Resources, 1999.

Booty, Frank. *Facilities Management Handbook*. Oxford UK: Elsevier House Publisher, 2009.

Brown, Christopher and Jason Lane. *Organizaion and Governance in Higher Education* 6<sup>th</sup> ed. Pearsons Leavey Solutions, 2010.

Bryson, John. *Strategic Planning for Public & Non-Profit Organizations* 3<sup>rd</sup> ed. San Francisco: Jossey-Bass 2004.

Bullock, Jane, George Haddow And Damon Coppola. *Introduction To Homeland Security, Third Edition:*

- Principles Of All-Hazards Risk Management*. Burlington MA: Butterworth Heinemann Publishers, 2008.
- Cirtin, Robert, John Eddie, and Dennis Lewis. *Church Safety and Security: A Practical Guide*. Lima OH: CSS Publishing Company, 2005.
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- Chinn, Carl. *Evil Invades Sanctuary: the case for security in faith-based organizations*. By the author, 2012
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- Crabtree, Jack. *Better Safe Than Sued*. Loveland, CO: Group Publishing Co., 2009.
- Daft, Richard L. *Leadership Theory and Practice*. Fort Worth, TX: Harcourt, 1999.
- Dayton, John. *Education Law: Principles, policies and practice*. CreateSpace Independent Publishing Platform an AMAZON Affiliate, 2012.
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- Dockery, David. *Faith and Learning: A handbook for Christian higher education*. Nashville: B & H Publishers, 2012.
- Dodson, Ronald and Samuel P. Hammar. *Asbestos: Risk assessment, epidemiology and health effects*, 2<sup>nd</sup> ed. Boca Raton FL: CRC Press, 2012.
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- Engemann, Kurt and Douglass Henderson. *Business Continuity and Risk Management: Essentials of organizational resilience*. Brookfield CN: Rothstein Assoc. 2012.
- Fischer, Robert. *An Introduction to Security*, 8<sup>th</sup> ed. Burlington MA: Butterworth Heinemann, 2008.
- Friend, Mark and James Kohn. *Fundamentals of Occupational Safety and Health*. Lanham MA: The Rowman and Littlefield Publishing Group, 2010.
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- Gaede, Beth Ann. Ed. *When a Congregation is Betrayed: Responding to clergy misconduct*. Herndon VA: Alban Institute Press, 2005.
- Gallant, Brian. *The Facility Manager's Guide to Environmental Health and Safety*. Lanham MD: Scarecrow Press, 2007.
- Giesler, Marsha. *Fire and Life Safety Educator*. Clifton Park NY: Delmar Publishers, 2011.
- Giles, Timothy. *How to Develop and Implement a Security Master Plan*. Boca Raton FL: Auerbach Publications, 2009.
- Goleman, Daniel. *Emotional Intelligence*. New York: Bantam Books, 1995.
- \_\_\_\_\_. *Social Intelligence: The Revolutionary New Science of Human Relationships*. New York:

- Bantam Dell, 2007.
- Greutz, Stanley and Roy Bell. *Betrayal of Trust: Confronting and preventing clergy sexual misconduct*. Grand Rapids: Baker Books Inc. 2001.
- Guide One Center for Risk Management. *The Missing Ministry*. Group Publishing Co. 2008.
- Guston, Joseph. *Workplace Violence and the Facility Manager*. Lilbum GA: Fairmont Press, 2013.
- \_\_\_\_\_. *Disaster and Recovery Planning: A guide for facility managers*. Lilbum GA Fairmont Press, 2004.
- Hammar, Richard R. *Pastor, Church and Law*. 3rd or later edition (Five volume set). Matthews, NC: Christian Ministry Resources, 2012.
- \_\_\_\_\_. *Church and Clergy Tax Guide, 2011* (or later edition). Grand Rapids: Christianity Today International Publishers, 2011.
- \_\_\_\_\_. *Essential Guide to Copyright Law*. Grand Rapids: Christianity Today International, 2010.
- \_\_\_\_\_. and James Cobble. *The 4- Hour Legal Training Program for Church Boards*. Grand Rapids: Christianity Today International, 2009.
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- 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
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- \_\_\_\_\_. *Risk Management Series: Incremental Protection For Existing Commercial Buildings From Terrorist Attack (Fema 459 / April 2008)*. Washington DC: FEMA, 2013.
- \_\_\_\_\_. *Risk Management Series: Incremental Seismic Rehabilitation Of Office Buildings (Fema 397 / December 2003)*. Washington DC: FEMA, 2013.
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- Zietlow, John and JoAnn Hankin. *Financial Management for Non-Profit Organizations: Policies and Practices*. Hoboken NJ: John Wiley and Sons, 2007.

**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.

**Websites:**

*Brotherhood Mutual Insurance Co.* (<http://www.brotherhoodmutual.com>)

*Church Executive eNewsletter* ([churchexecutive.com](http://churchexecutive.com))

*Church Finance Update* a resource of Christianity Today International ([Church\\_Finance\\_Update\\_newsletter@lists.christianitytoday.com](mailto:Church_Finance_Update_newsletter@lists.christianitytoday.com))

*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 Mutual Insurance Co.* (<http://www.churchmutual.com>)

*Church Risk Management, Inc.* ([www.churchrisk.com](http://www.churchrisk.com))  
*Church Safety* ([churchsafety@lists.christianitytoday.com](mailto:churchsafety@lists.christianitytoday.com))  
*Guide One Insurance Co.* ([www.guideone.com](http://www.guideone.com))  
*GuideStone Financial Resources the Southern Baptist Convention* (<http://www.guidestone.org>)  
*GuideOne Center for Risk Management* ([www.guideonecenter.com](http://www.guideonecenter.com))  
*Institute for Church Safety and Risk Management (ICSARM)* (<https://www.instituteforchurchsafetyandriskmanagement.com>)  
*International Risk Management Institute (IRMI)* (<http://www.irmi.com/expert/articles>)  
*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))  
*National Organization of Church Safety and Security Management (NOCSSM)*  
([cchadwick@nocssm.org](mailto:cchadwick@nocssm.org))  
*University Risk Management and Insurance Association* Bloomington IL ([www.urmia.org/urmia.cfm](http://www.urmia.org/urmia.cfm))  
*Risk Management and Environmental Health and Safety* Fullerton CA ([riskmanagement.fullerton.edu](http://riskmanagement.fullerton.edu))

### Student Services

*This is a partial list of NOBTS student services available to all students, no matter your delivery system or location. If you have questions or do not see what you need here, please refer to [www.nobts.edu/student-services](http://www.nobts.edu/student-services), email us at [studentservices@nobts.edu](mailto:studentservices@nobts.edu), or call the Dean of Students office at 800-662-8701, ext. 3283. We are glad to assist you!*

<b>Need</b>	<b>Email</b>	<b>Phone</b>	<b>Web Page</b>
Advising – Graduate Program	<a href="mailto:studentservices@nobts.edu">studentservices@nobts.edu</a>	504.282.4455 x3312	<a href="http://www.nobts.edu/registrar/default.html#advising">www.nobts.edu/registrar/default.html#advising</a>
Advising – Undergraduate Program	<a href="mailto:lcadminasst@nobts.edu">lcadminasst@nobts.edu</a>	504.816.8590	<a href="http://www.nobts.edu/LeavellCollege">www.nobts.edu/LeavellCollege</a>
Church Minister Relations (for ministry jobs)	<a href="mailto:cmr@nobts.edu">cmr@nobts.edu</a>	504.282.4455 x3291	<a href="http://www.nobts.edu/CMR">www.nobts.edu/CMR</a>
Financial Aid	<a href="mailto:financialaid@nobts.edu">financialaid@nobts.edu</a>	504.282.4455 x3348	<a href="http://www.nobts.edu/financialaid">www.nobts.edu/financialaid</a>
PREP (help to avoid student debt)	<a href="mailto:Prepassistant1@nobts.edu">Prepassistant1@nobts.edu</a>	504.816.8091	<a href="http://www.nobts.edu/prep">www.nobts.edu/prep</a>
Gatekeeper NOBTS news	<a href="mailto:pr@nobts.edu">pr@nobts.edu</a>	504.816.8003	<a href="http://nobtsgatekeeper.wordpress.com">nobtsgatekeeper.wordpress.com</a>
Information Technology Center	<a href="mailto:itcsupport@nobts.edu">itcsupport@nobts.edu</a>	504.816.8180	<a href="http://selfserve.nobts.edu">selfserve.nobts.edu</a>
Help with Blackboard	<a href="mailto:blackboardhelpdesk@nobts.edu">blackboardhelpdesk@nobts.edu</a>	504.816.8180	<a href="http://nobts.blackboard.com">nobts.blackboard.com</a>
Library	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/Library">www.nobts.edu/Library</a>
Online library resources	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/research-links/default.html">http://www.nobts.edu/research-links/default.html</a>
Writing and Turabian style help	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/writing/default.html">http://www.nobts.edu/writing/default.html</a>
Guest Housing (Providence Guest House)	<a href="mailto:ph@nobts.edu">ph@nobts.edu</a>	504.282.4455 x4455	<a href="http://www.provhouse.com">www.provhouse.com</a>
Student Counseling	<a href="mailto:lmccc@nobts.edu">lmccc@nobts.edu</a>	504.816.8004	<a href="http://www.nobts.edu/student-services/counseling-services.html">www.nobts.edu/student-services/counseling-services.html</a>
Women’s Programs	<a href="mailto:womensacademic@nobts.edu">womensacademic@nobts.edu</a>	504.282.4455 x3334	<a href="http://www.nobts.edu/women">www.nobts.edu/women</a>

For additional library resources in your state, check <http://www.nobts.edu/library/interlibrary-loan.html>

- GALILEO for Georgia students
- LALINC for Louisiana students
- Florida Virtual Library (<http://www.flelibrary.org/>) for Florida students
- Interact with us online at –



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