

SAMPLE RISK ASSESSMENT & MITIGATION POLICY & PROCEDURES

PURPOSE: To minimize Church risks through the assessment and mitigation of potential risk and to provide a process for keeping the Church Governing Body appraised of the same.

DEFINITIONS: A Church risk is anything that might bring negative attention to the church, potentially cause peril to employees, volunteers, members, visitors, contractors, or vendors, facilities & equipment, and/or have the potential of causing a significant Church financial liability.

POLICY & PROCEDURE:

1. The Church will have an ongoing Risk Assessment and Mitigation Committee whose primary responsibilities will be to:
 - a. identify potential risks,
 - b. lead in the assessment of those risks,
 - c. develop appropriate mitigation plans for those risks,
 - d. oversee the application of mitigation processes for those risks,
 - e. review the progress of the mitigation processes, and
 - f. report the above information to the Board in a concise format.

Attached is a document entitled RISK ASSESSMENT LIST, PLANNED CORRECTIVE ACTION & COMPLETION STATUS that can be used with modification for a specific Church as a way of identifying risks, establishing a priority for action, and as a follow up tool for reducing or mitigating church risks.

2. The Committee will **meet** four (4) times a year, or more often as needed. At least one of these meetings will include a representative of the Church Governing Body is to participate. Each meeting will include
 - a. establishing high-low risk levels and dollar impacts of risks from a compiled list of risks,
 - b. assigning responsibility for developing corrective action plans, and
 - c. reviewing progress in resolving all identified risks.

Each meeting will **focus** on a specific set of risk areas as listed below:

- a. Meeting #1 – Emphasis on identifying & specifying specific facility, equipment, security and emergency response potential risks including compliance with existing policies & procedures.
 - b. Meeting #2 – Emphasis on identifying and specifying specific people risks (employee, volunteer including Elder Board Member, Pastor, member, guest, contractor, vendor, performer) including compliance with existing policies & procedures.
 - i. If the Church has an IIPP (Injury & Illness Prevention Program) committee it should meet a couple of weeks before Meeting #2 and a summary of findings and corrective plans presented at Meeting #2.
 - c. Meeting #3 – Emphasis on Church special events, onsite incidents (injury, harassment, sexual abuse, disability, security, environmental, etc.), off-site trips (transportation & safety during trips away from the church campus).
 - d. Meeting #4 – Emphasis on assurance of a comprehensive and current Church policy & procedures for of all operations including but not limited to Personnel & Volunteer associated policies and procedures; and the adequacy of all existing & proposed policy & procedure documents from a legal, tax, insurance limitations compliance risk perspective.
3. The Church Risk Assessment and Mitigation Committee (Person or Persons) depending on the size of the Church typically contain the following members (staff or volunteers with experience):
 - a. _____ (Leader) as the Committee Leader
 - b. Injury & Illness Prevention Program Leader
 - c. Facilities Trustee/Leader

- d. Member of the HR Committee
 - e. Member of the Emergency Response Team covering MRT, ERT, GM and other areas of responsibility
 - f. Security Representative
 - g. Minister Representative to cover pastoral risks
 - h. If the above positions do not exist, minimally the Risk Assessment and Mitigation Committee should contain staff/volunteers with knowledge of financial, facility and operations experience and/or a Church Insurance Company who provided risk audits and recommendations.
4. Church Governing Body Meeting: Annual Risk Monitoring and Oversight meeting at the last meeting of the fiscal year to include:
- a. An overview assessment of priorities risks with action plan status to minimize the risks.
 - b. Review of status of all policies & procedures that have not been updated for two years or may need updating relative to incidents, known incidents in other organizations that are applicable to the church or existing/pending law.
 - c. Review of status of all unresolved risk mitigation projects that have been assigned a #3 or higher risk level rating and/or a potential dollar impact of \$25,000 or higher.
 - d. Review of Liability and risk protection insurance & level of coverage
 - e. An assessment and discussion of any additional needed training and/or specific risk identification & assessment studies.
5. For available checklist to suggest potential risks areas that should be investigated refer to the RISK ASSESSMENT LIST, PLANNED CORRECTIVE ACTION & COMPLETION STATUS attached document.

These samples are provided as input to assist you in developing procedures, but are not a substitute for considering the risks at your church and establishing your own policies and procedures to reduce those risks to acceptable levels. Transformation Ministries provides these as a convenience for its churches but directly states to you, the user that Transformation Ministries is not providing these to you as legal advice or even a substitute for legal advice. Use of these samples is at your own risk. Laws change and best practices change, sometimes rapidly. It is your church's responsibility to stay abreast of changes in laws and best practices. It is recommended you always consult with your attorney and/or CPA as part of the process of developing your policies and procedures.