

# Keeping Ministry Safe For Everyone

Unpacking the Risk Management Process for

Inclusion Ministries



**“Every great endeavor worth  
taking involves great risk.”  
-A wise unknown author**

We perform risk management because \_\_\_\_\_ doesn't happen by accident.

The goal of risk management is to avoid physical, emotional, spiritual, and financial \_\_\_\_\_ to everyone involved.

The Four Steps to the risk management process:

- Identify the Risk
- \_\_\_\_\_ the Risk
- Prioritize the Risk
- Manage the Risks

***Key: safety, harm, Analyze***

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## Identify the Risks

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The first step in risk management is to ask the question- What are my concerns/fears regarding the safety of those in my disability ministry?

Identifying your fears or concerns allows you to better \_\_\_\_\_ them and allows you to be more prepared to manage them.

The factors to consider when identifying risks are:

- Physical \_\_\_\_\_ (determining the accessibility of your building),
- Program and all its elements,
- People involved (staff, volunteers, and participants)

A good way of to create a list of identified risks is playing the “\_\_\_\_\_” game.

Gain \_\_\_\_\_ perspectives by asking trusted leadership to play this game with you or at least review your list and answer the question “What am I missing from this list?”

*Key: understand, Structure, what if, multiple*

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## Analyze the Risks

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“Never let the odds keep you from doing what you know in your heart you were meant to do.” — H. Jackson Brown, Jr.

Analyzing the risks, involves determining the \_\_\_\_\_ and related \_\_\_\_\_ of each risk.

To determine the probability of each risk, you will want to go down the list you just created and review the surrounding \_\_\_\_\_ and \_\_\_\_\_ associated in each one.

Then ask the question “How often might this occur?”

Rate each “what if” scenario as

- High Risk
- Mid Risk
- Low Risk

Determine Consequences by asking the question

“How will it affect our church, and everyone involved? “

The elements of the consequences you are listing are data, expertise, time, \_\_\_\_\_, relationship, and reputation.

*Key: probability, consequence, element, environment, money*

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## Prioritize the Risks

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**Prioritize the risks by determining the \_\_\_\_\_ and arrange them in order from high to low.**

To determining the significance of each risk you can use this general formula:

**Probability x the Cost to make it right = Value of the risk**

**” Take calculated risks.” – General George Patton**

*Key: significance*

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**Manage the Risks**

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When managing risks, approach risk in a \_\_\_\_\_ manner. Identify what you can and can't control and tackle potential problems with measured and appropriate action.

Four ways you can manage your prioritized risks:

- Avoid risk: by eliminating hazards, updating your building to ADA requirements ([www.adachecklist.org](http://www.adachecklist.org)), eliminate certain activities, or exposures, requiring trainings, moving program areas, or just waiting till you have the resources
- \_\_\_\_\_ the risk: by requiring trainings, incorporating family intake forms and meetings, volunteer screening and onboarding processes
- Share the risk: by securing insurance and outsourcing (ex. camps and professionals nurses)
- Control the risks: creating policies, procedures, and \_\_\_\_\_, require trainings, and managing failures.

**To determine which of the 4 ways you want to handle each risk. Go down your prioritized list of risks and ask these questions:**

- What can be done?
- How will we pay for it?
- Can I do anything to eliminate them?
- What assets can I use to counter them?
- Can I come up with a contingency plan to minimize effects?

***Key: logical, reduce, strategies***

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**Common Inclusion Ministry Risks &  
Practical ways to Manage them**

1) Be Aware of your Church's Liability Insurance Coverages

- Determine coverage requirements
- Outsourcing vs In House options
- Discounts

2) Develop a Policy and Procedure Manual

- Toileting Policy
- Personal boundaries/appropriate touch
- Seizure first Aid
- Behavioral Strategies
- Communication Strategies
- Child Safety Policy-Includes safety ratios, never alone requirement, reporting abuse, Accident/ incident reporting and communications
- Medical Response – treatment plans and emergency and non-emergency situations
- Sickness Policy
- Food Policy
- Volunteer Job descriptions

3) Develop Fire Evacuation and Lockdown Procedures

4) Develop an Elopement Strategy

## 5) Utilize Forms

- The Volunteer Application form includes Basics information, personal situation info, personal experience info, references, and interests, a code of conduct clause, confidentiality clause, screening and background approval, liability waiver and release clause, and publicity release clause.
- Intake Form includes Participant basic information, family profile, program preferences, health and medical information, and caregiver instructions including the individuals likes, dislikes, behaviors, and triggers for these behaviors along with explanation of the management plan currently used regarding the mentioned behaviors.
- Declaration of Consent and Waiver of Liability
- Emergency Medical Treatment and Medication Administration Consent
- Publicity Release Form

## 6) Parent Communication Plan

- Access to Curriculum
- Sickness policy
- Online access
- Check in and check out process
- Accident or illness notifications
- Safety precautions
- Leader contact information

## 7) Behavioral Concerns

## 8) Trainings

- Training is the biggest prevention tool you can give your ministry!
- Orientation training
- Buddy 101 Training
- Disability Awareness Training
- Creative Storytelling & Modified Curriculum
- Non-verbal communication strategies
- Therapeutic Options
- First Aid & CPR

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9) Managing any failures

**“If you aren’t making mistakes, you probably aren’t trying hard enough” – Coleman Hawkins**

Ask the question: If I were to approach the situation again, knowing what I know now, what would I do differently and why?

After-Action Meeting Includes:

- Description of the Setting
- Description of what happened before & immediately after the occurrence
- Determine what went well regarding the response & what needs to change for prevention or elimination.
  - Policy revision
  - Program updates
  - Retraining/training of volunteers or staff.

**John Maxwell said, “ Experience is not the best teacher; evaluated experience is the best teacher.”**

## Risk List Sheet

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High Mid Low

**Example**

Risk: What if someone falls down the stairs?

Consequence:

Risk:

Consequence:

Risk:

Consequence:

Risk:

Consequence:

Risk:

Consequence:

Risk:

Consequence:

Risk:

Consequence:

Risk:

Consequence:

Risk:

Consequence: