



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

Discipleship and Ministry Leadership Division

Nov. 5-7, 2023

Jody Dean, PhD  
Associate Professor for Christian Education  
New Orleans Baptist Theological Seminary  
LSC 231B  
3939 Gentilly Blvd.  
New Orleans, LA 70126  
(504)816-8163  
jdean@nobts.edu

### **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.

### **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 two books: *Protect and What They Don't Tell You About Church Safety*. You will prepare a summary of the contents 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 for your ministry with the following sections:
  - a. Risk management articles from journals, magazines, or newsletters (3 articles)
  - b. Online articles (3 articles)
  - c. List of websites (10 websites)
  - 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, organization or school. (minimum 10 pages with 10 sources) 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: Nov. 7, 2023
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: Nov. 7, 2023
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: Nov. 7, 2023
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: Nov. 7, 2023
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: Nov. 7, 2023

### **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/student-services/NOBTSHandbook.pdf](http://www.nobts.edu/_resources/pdf/student-services/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.

**Canvas and SelfServe:** You are responsible for maintaining current information regarding contact information on Canvas and SelfServe. The professor will utilize both to communicate with the class. Canvas and SelfServe do not share information so you must update each. Assignment grades will be posted to Canvas.