



Risk Management in Christian Ministry CEAM 6308

New Orleans Baptist Theological Seminary

Discipleship and Ministry Leadership 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.

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 2017-2018 academic year that Core Value is *Servant Leadership*.

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

Dean, Jody and Allen Jackson, *Protect*. Birmingham, AL: YM360, 2017. (provided for free to registered students on the first day of class)

Dilmos, Rollie. *Integrity at Stake: Safeguarding Your Church From Financial Fraud*. Grand Rapids: Zondervan, 2016.

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

Optional Texts

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

Guide One Insurance, “Essential Steps to a Safer Church” 2012 Resource Guide. Available as a free download from the author at *guideone.com*.

Church Mutual Insurance Company, “Risk Reporter” a quarterly free subscriber publication found at *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*

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 Ministry Leadership 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 through threaded discussion periods. 15% Date Due: 9/13/17 due in class
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: 10/11/17 taken during class.
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: 11/15/17 due in class
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: 12/6/17 due in final class meeting.

Course Policies

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.

Assignment Formatting: Unless otherwise noted, all assignments are to follow Turabian 8th edition. All written assignments must be Word documents or PDFs to insure the professor or teaching assistant can open the document, written in third person unless otherwise instructed, and created in 12 pt. Times New Roman font.

Assignment Submission: All assignments are to be submitted to Blackboard by 11:59 p.m. of the due date unless otherwise indicated. Do not send files as attachments via email to the professor. For technical reasons, this mode of file transmission is extremely inefficient.

Grading Scale: Your final grade will be based on your total accumulation of points as indicated under the *Assignments and Evaluation Criteria* section of this syllabus according to the grading scale in the NOBTS 2015-2016 catalog.

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

Late Assignments: Only under extreme circumstances, and with prior approval, will a late assignment be accepted. Late assignments will be assessed an initial 10 percent penalty and 1 percent for each day after the due date (i.e. 10/1 points for a 100 point assignment, 3/.3 points for a 30 point assignment). No assignments will be accepted more than two weeks after the original due date. Missed presentations may not be made up.

Netiquette: Appropriate Online Behavior: Each student is expected to demonstrate appropriate Christian behavior when working online. 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.

Plagiarism: A high standard of personal integrity is expected of all students. Copying another person's work, submitting downloaded material without proper references, submitting material without properly citing the source, submitting the same material for credit in more than one course, and other such forms of dishonesty are strictly forbidden. *Although anything cited in three sources is considered public domain, we require that all sources be cited.* Any infraction will result in failing the course. Any infraction will be reported to the Dean of Students for further action.

Revision of the Syllabus: The course syllabus is not a legal contract. Any syllabus revision will be preceded by a reasonable notice to students. The standards and requirements set forth in this syllabus may be modified at any time by the professor. Notice of such changes will be by announcement in class or by email notice.

Withdrawal from the Course: The administration has set deadlines for withdrawal. These dates and times are published in the academic calendar. Administration procedures must be followed. You are responsible to handle withdrawal requirements. A professor can't issue a withdrawal. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in the course if you choose not to attend once you are enrolled.

Additional Information

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

Correspondence with the Grader: You should contact the grader via email at (see professor contact). The grader responds to email during normal business hours, 8 a.m. and 5 p.m. on weekdays only. The grader may not respond to late night or weekend e-mails until regular “business” hours. Please respect the grader’s personal time. Remember, graders are students as well and have their own coursework and research to complete. Please be respectful in the language you use in your emails to the grader.

Correspondence with the Professor: Every effort is made to respond to emails and phone calls within 24-48 hours, excluding weekends. Please feel free to contact the professor(s) with any question you may have regarding this course.

NOBTS Emergency Text Messaging Service: Once you have established a SelfServe account you may sign up for the NOBTS emergency text messaging service by going to <http://nobts.edu/NOBTSEmergencyTextMessage.html> .

Special Needs: If you need an accommodation for any type of disability, please set up a time to meet with the professor(s) to discuss any modifications you may need that are able to be provided.

Technical Support: Need technical assistance? Contact the ITC today!
Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)

BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.

ITCSupport@nobts.edu - Email for general technical questions/support requests.

504.816.8180 - Call for any technical questions/support requests.

www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.If you experience any problems with your Blackboard account you may email BlackboardHelpDesk@nobts.edu or call the ITC at 504-282-4455, ext. 8180.

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

Church Mutual Insurance Company, "Risk Reporter" a quarterly free subscriber publication found at 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

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).

Church Risk Management, Inc. (www.churchrisk.com)

GuideOne Center for Risk Management (www.guideonecenter.com)

Lifeway Christian Resources (www.lifeway.com)

Media Services Group, Risk/Crisis Response Team (www.msget.com/churchpr/crisis.htm)

Peacemaker Ministries (www.hispeace.org)

Church Safety (churchsafety@lists.christianitytoday.com)

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