



# Pastor's Safety Guide

Adventist Risk Management, Inc. (ARM) has created this guide as a quick-start tool to equip you with information so you can ensure your church is a safe place for your congregation and guests. This document is not a complete safety plan, but it is a good starting place to make sure the right people and processes are in place. ARM is here to support you in this important aspect of ministry. Find more resources on the [ARM Safety Resources web page](#).

Key to effective risk management is something called “tone at the top.” As a pastor, your interest and attitude toward safety and risk management sets a tone that is reflected in your congregation’s culture and choices. Making safety a priority and expressing the value of human life will help to create a safety-minded culture in your church.

Safety is everyone’s concern, but you may find that it is best to delegate some primary elements of the church’s safety efforts. Key leadership positions to fill are the Safety Officer ([download job description resource](#)) and the Safety Committee ([download info-sheet on committee responsibilities](#)). Under the guidance of the Safety Officer, the Safety Committee will focus on developing safety programs and emergency plans, identifying exposures through self-inspections and activity reviews, and investigating accidents to determine ways to prevent them recurring.

## Three Major Categories of Safety Planning



### 1 PHYSICAL PLANT AND LIFE SAFETY

This can include many things such as ensuring there is a good maintenance program in place, conducting annual self-inspections, updating fire extinguishers, creating emergency plans, and addressing security concerns. Use these ARM Resources (available at [Adventistrisk.org](http://Adventistrisk.org)) to guide you as you get started:

- a. [Self-Inspection Form](#)
- b. [Incident Report Form](#)
- c. [Seasonal Maintenance Forms](#)

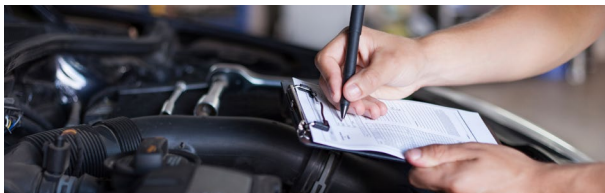


Safety Officer



## 2 PROTECTION FOR THE VULNERABLE

Our church values all people, including those who are vulnerable. A model child protection plan, as well as additional resources on safe touch and supervision, are available at [AdventistRisk.org](http://AdventistRisk.org). Be sure that all volunteers are screened through a background check and provide them with child abuse prevention training (you can do this through your conference's chosen screening and training provider).



## 3 ACTIVITY PLANNING AND TRANSPORTATION

Be sure that ministry leaders have safety in mind when planning activities. Effective planning takes good judgement, comprehensive knowledge and following safety guidelines to ensure that activities and outings are planned to the Churches standards. The church should pay special attention to the careful planning of activities and outings, especially those that include or are designed for minors.

While travel in a vehicle may seem mundane, but it is still classified as a significant risk, especially when we consider the added responsibility of representing the church. Always use qualified drivers and safe vehicles. Make volunteers aware that using their own vehicle means their personal insurance is primary in the event of an accident. Never use a 15-passenger van. Resources available at [AdventistRisk.org](http://AdventistRisk.org) include:

- a. **Activity Planning Checklist**
- b. **Vehicle Pre-trip Inspection form**

# QUICK-START TO-DOS

- Designate a Safety Officer.
- Create a Safety Committee.
- Ensure maintenance is priority.
- Conduct an emergency drill as part of **Safety Sabbath**, a day of safety emphasis for Adventist churches. Get free resources and learn more at [SafetySabbath.com](http://SafetySabbath.com).
- Complete at least one self-inspection in the next month.



Adventist Risk Management,® Inc. (ARM) is invested in the safety and success of your ministry. We provide risk management resources to help you protect the people and physical assets at the heart of your ministry. *Our ministry is to protect your ministry.* Learn more at [AdventistRisk.org/About-Us](http://AdventistRisk.org/About-Us). #ARMcares



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