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REED SPRAGUE
INSURANCE AGENCY

*Specialized Property &
Liability Insurance and Risk
Management for Ministries
& Non-Profit Organizations*

REED SPRAGUE INSURANCE AGENCY
SPECIALIZED PROPERTY AND LIABILITY INSURANCE AND RISK
MANAGEMENT FOR CHURCHES AND AFFILIATED MINISTRIES
SERVING NORTH GEORGIA (ATLANTA & NORTH)
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I am here to serve your ministry! All workshops and risk management services are free (except for a nominal charge per participant for some workshops that require a large packet of information and/or a charge for required materials costs noted below). All services are offered without any obligation whatsoever. Please call me directly at 706-877-3190 and let me know how I can help you.

WORKSHOP	DESCRIPTION	DURATION (HOURS)		
		WORK-SHOP	PRE-WORK-SHOP	TOTAL
1 <i>Safeguarding God's Children: Protection of Children & Youth in Ministry Organizations</i> Cost: \$3 per participant	This is a certification workshop. Using the highly praised and widely accepted <i>Safeguarding God's Children</i> program, your leaders will learn from the best of the best child protection programs to protect children & youth in ministry organizations. You will also learn, and receive certification in, the specific reporting requirements of the state of Ga. <u>This workshop is vitally important for all ministries</u> , regardless of the size of the children & youth ministry, but it is even more important for ministries that include a day care or school. You will receive a model policy manual as well as all forms needed to help you operate a safe and effective children's and youth ministry. Brotherhood Mutual Insurance Co. offers direct premium credits for ministries that use a policy & procedures manual and screening procedures for child & youth protection.	2-3	1	3-4
2 <i>Child & Youth Protection from Abuse: Incident Reporting</i> Cost: \$2 per participant	This is a certification workshop. This workshop is not necessary for those who complete the <i>Safeguarding God's Children</i> workshop above. This workshop differs from the more comprehensive workshop above in that the scope is limited to incident reporting procedures & requirements only. All child-serving organizations are expected to fully understand reporting requirements needed to protect children & youth from abuse. We will develop a specific reporting protocol for your organization. You will receive certification in the portion of this workshop that deals specifically with the reporting requirements of the state of Ga.	1.5	1.5	3

WORKSHOP	DESCRIPTION	DURATION (HOURS)		
		WORK-SHOP	PRE-WORK-SHOP	TOTAL
3 <i>Care and Protection of Young People in Churches, Schools & Other Youth-Serving Organizations: A Summary of Major Considerations</i> Cost: \$2 per participant	All ministries, regardless of size and scope, can benefit from this workshop. Not a certification workshop. An overview of the summary of the major considerations for the care & protection of young people by ministries: 1. Youth Protection, Abuse Prevention and Incident Reporting; 2. Basic Youth Safety; 3. Youth Emergency and Medical Needs; 4. Ministering to Developmentally, Physically, Emotionally or Mentally Challenged Youth: Policies & Procedures. This workshop is only intended to introduce you to the major challenges and expectations for the proper care and protection of youth in ministry. <u>Only intended to be a basic introduction.</u>	1	1	2
4 <i>Care and Protection of Young People in Churches, Schools & Other Youth-Serving Organizations: Developing Detailed Policies & Procedures</i> Cost: \$10 per participant	All ministries, regardless of size and scope, can benefit from this workshop. The portion of this workshop known as <i>Safeguarding God's Children</i> is certified. (Please see description for Workshop #1 above.) The rest of the workshop is not certified. This workshop includes Workshop #1 and is a far more detailed version of Workshop #3. Detailed policies, procedures & forms are reviewed. The goal is to develop & implement a usable comprehensive policy & procedures manual for all aspects of the care and protection of youth, complete with all forms. This workshop is an absolute must for larger ministries (especially ministries that offer special needs youth programs); however, even the smallest church can benefit.	5	3	8
5 <i>Security Team Formation</i> Cost: \$3 for each packet; \$40 for each Security Team Formation Book (suggested: 1 book for Team leader, 1 for administrator/pastor)	This is not a certification workshop. Does not include any kind of weapons training. This workshop is a must for any ministry that is considering a security team (armed or unarmed). Those ministries that have already set up a security team can also benefit. A model policy manual and forms are provided. Topics covered include team member training requirements, screening applicant team members, scope of responsibilities, scope of operations, procedures, policies, communications, use of forms, chain of command and on and on. Security Team members should also be required to take the comprehensive child & youth protection workshop, <i>Safeguarding God's Children</i> (Workshop #1). Do not presume that you have covered all the bases! Let us help you. You will not regret taking the time to attend this valuable workshop!	2	1-2	3-4
6 <i>Basic Risk & Safety Management Review</i> Cost: None	More of a service & private consultation than a workshop. Duration may vary a great deal from times listed, depending on the size & scope of the ministry. Not a certification workshop. A basic review of risk & safety concerns for your specific organization. Includes a basic review of facilities, procedures, cash handling, child & youth protection. A formal report with recommendations is produced.	1	2	3

WORKSHOP		DESCRIPTION	DURATION (HOURS)		
			WORK-SHOP	PRE-WORK-SHOP	TOTAL
7	<i>Comprehensive Risk & Safety Management Review</i> Cost: None	More of a service & private consultation than a workshop. Duration may vary a great deal from times listed, depending on the size & scope of the ministry. Not a certification workshop. An exhaustive review of risk & safety concerns for your specific organization. Includes detailed review of facilities, procedures, cash handling, embezzlement prevention, security, employment practices, insurance coverage levels, use of vehicles in ministry (ministry-owned and non-owned), child & youth protection. A formal report with recommendations is produced.	6	6	12
8	<i>Money Handling and Embezzlement Prevention</i> Cost: None	Not a CPA-review. Not a certification workshop. Taught strictly from the risk management perspective/good practices. Duration may vary a great deal from times listed, depending on the size & scope of the ministry. <u>This is a vital workshop for any size ministry</u> , regardless of the total dollar amount of money handled yearly. Cash handling, procedures, reconciliations, use of forms, oversight of bookkeeping, payroll tax payments, cash disbursements, use of credit cards, bank transfers and more.	2	1	3
9	<i>Determining Responsible Insurance Coverage Levels</i> Cost: None	I review all of my customers' coverage levels annually regardless of whether or not the ministry asks for a formal workshop or consultation to discuss/review. Absolutely essential in this day and age to keep up with new or increasing risks, property valuations, premium increases (or available premium credits for good management, child protection, etc.).	2		2
10	<i>Employment Practices</i> Cost: None	Duration may vary a great deal from times listed, depending on the size & scope of the ministry. Only needed for ministries with paid staff beyond the pastor. Certainly should be required at least every three years for any organization with multiple employees such as larger churches, schools, etc. Procedures, risk factors (between religious leaders and their staff members), workers' comp. coverage, responsible practices & procedures, record-keeping, payroll taxes and more.	2	2	4
11	<i>Use of Automobiles and Other Vehicles in Ministry</i> Cost: None	Vehicle use is one of the most overlooked risks in all of ministry operations. Essential workshop/review for all ministries, regardless of whether or not the ministry owns vehicles. (Hired & Non-owned Auto liability is a huge risk for all ministries.) Workshop is comprehensive in all that is covered. Use of ministry-owned vehicles as well as hired & non-owned vehicles used by ministries. Sample policy & procedures model manuals & forms.	2	1	3

If you just want to run an issue by me for my input, but don't need to schedule a formal workshop or consulting time, give me a call anytime on my cell: 706-877-3190!

—Reed