

THE Leader

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A Publication for GuideOne Insurance Church Policyholders

SafeChurch — Shield Your Ministry

GuideOne launches the most comprehensive risk management resource available to churches

As a GuideOne Insurance customer, your church now has **FREE** access to an extensive library of risk management resources on a new Web site brought to you by GuideOne and Group Publishing.

Along with the church safety fact sheets, checklists and forms that you have become accustomed to using on GuideOne.com, you will have access to more in-depth information on church safety topics, including articles, online newsletters, assessment tools and training courses.

Assessment Tool

By quickly answering a few questions about your facilities and ministry, SafeChurch will automatically generate a customized risk management report for you to use with your Safety and Security Team or Board members.

The tool includes helpful photos and descriptions of potential risks, as well as specific recommendations to help better protect your church.

Online Training

Another great benefit of the site is access to online training courses. The first training courses cover the following topics:

- **15-Passenger Van Driver Training** — This new training module replaces the "Coaching the Van Driver" kits that you may have used in the past and is being offered **AT NO COST** to GuideOne customers. The training involves watching a video, reading a short article and then completing a multiple choice quiz. It also meets GuideOne's driver training underwriting requirement. To view the 15-passenger van training video, click on the "purchase" link and enter the discount code **SC8100** so that you are not charged.
- **Child Sexual Abuse Prevention** — Church leaders are strongly encouraged to have children's ministry volunteers take this course on how to reduce the risk of sexual abuse happening in their churches. The course costs only \$5 per person (bulk purchase discounts available) and includes a short video, accompanying article and online quiz.

Both training courses can be accessed by church leaders and volunteers in the comfort of their own homes and at times that are most convenient for them.

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If you have questions on safeguarding your ministry, or any of the articles in this newsletter, call the GuideOne Center for Risk Management at 1-877-448-4331, ext. 5118, or visit our Web site at www.guideone.com.

To report a claim, call the GuideLine toll-free at **1-888-748-4326** anytime — **24 hours a day, 7 days a week.**



IMPORTANT INFORMATION

Please read this newsletter, initial below and route to others within your organization:

- ___ Pastor
- ___ Trustee chair
- ___ Treasurer
- ___ Children's coordinator
- ___ Administrator
- ___ Youth coordinator
- ___ Board chair
- ___ Secretary/Office



SafeChurch
Shield Your Ministry



Churches that are not GuideOne customers will pay an annual fee of \$120 to access this new site, but it is free to you as a benefit of being a customer of GuideOne Insurance. You are encouraged to visit www.SafeChurch.com today and enter your agent and policy numbers, which can be found at the top of your GuideOne billing statements, to set up a user ID and password. It's that simple! The tools you need to jump-start your church safety program are now at your fingertips. 🌟



Hosting Youth Activities

Keep your youth safe by reducing risks associated with trips and events.

A church-sponsored youth event is fun for everyone, but what if an activity on a camping trip or in the church gym causes someone to fall and break their ankle? Do you have the proper leaders and guidelines to follow in place to cope with an emergency situation?

The easiest thing to do to safeguard your youth is to make a checklist of everything you will need before the activity and how to handle emergencies if they should occur. The following are recommendations:

- Require that all activities be pre-approved by a specific group in your church.
- Implement an application process for selecting youth leaders and volunteers.
- Require parents to fill out an "in case of emergency" card. Include their phone number, allergies, medication, illnesses and two emergency phone numbers.
- Conduct background checks and proper screening on leaders and volunteers.
- Train leaders and volunteers on the safe transportation of youth.
- Require a ratio of adults to youth at each event.
- Assess potential risks of the activity and inform leaders of the possible hazards.
- Inform parents in writing of all activities and stick to them at the event.
- Keep a current contact list of all parents.
- Require chaperones to carry a cellular phone at the event.

These are all ways you can help prevent a youth injury at one of your fun events. It also would be a good idea to train and certify church leaders and volunteers in First Aid and CPR in order to be completely prepared. Don't forget, sometimes injuries can't be prevented, but you can be prepared to avoid serious consequences. Let the youth have fun and, even better, let the chaperones stop worrying. 🌟

Don't Make a Mistake on Your Church Taxes

At the beginning of this year, over 150 church leaders tuned in to listen to attorney and CPA Richard Hammar speak about the "The 20 Most Common Tax Mistakes Made by Ministers." This one-hour webinar is now available for free on the GuideOne Web site.

This is an easy way to stay informed on changes and trends in tax law pertaining to ministers, lay employees and churches. Topics include tax breaks, information on the new charitable contribution rules, and IRS regulation on severance agreements for 2008. Go to www.guideone.com to learn more about these significant tax developments. 🌟

