

## ■ SafeR Church PROGRAMS, SERVICES, ACTIVITIES AUDIT TOOL (See SafeR Church How-To Guide and Tool Kit, Steps 1-3, p. 23)

There are two basic audit tools for parish ministries: the focus of the first is programs, services, and activities (e.g., Sunday School); the focus of the second is the positions related to them (e.g., Sunday School teacher).

### **Programs, Services, Activities Audit Tool**

#### **1. ANALYZE THE SPECIFIC PROGRAM/SERVICE/ACTIVITY:**

(e.g., Sunday School, youth group, friendly visiting, pastoral visiting, mission trip, Bible Study group, etc.)

Describe the **Who? What? Where? When? How? Why?**, etc. of this program, service, or activity as completely as you can.

#### **2. IDENTIFY THE INHERENT AND FORESEEABLE RISKS\* IN THIS PROGRAM/SERVICE/ACTIVITY:**

Note: The audit is primarily focussed on \*threats, but if \*opportunities are mentioned, note them as well.

- Think about **who might be harmed?** (which individuals, groups, organizations, etc.?)
- Think about **how harm might occur and what kind of harm, loss, damage, or injury might occur**
- Think about **where and when harm might occur**. Don't forget about **risks in the Intangibles and Governance of this particular program, service, or activity**.

#### **3. ASSESS AND PRIORITIZE THE THREATS IDENTIFIED:**

- Check to see if there is a **history of any of these risks being realized and injury or harm taking place** in this program, service, activity, etc. If yes, how serious was it? What was done about it?
- **Rate the risks in terms of probability and impact**, as well as **how important or integral** the program, service, or activity is to the parish and on the **nature and level of obligation** the parish owes to the people involved in it. Which need action first?

#### **4. IDENTIFY SAFER CHURCH MEASURES TO MANAGE THE INHERENT AND FORESEEABLE RISKS:**

- Ask **what you can do to avoid, eliminate, or transfer** each risk? Some risks will likely have to be **accepted**—how will you **minimize** them?

#### **5. CREATE A PRIORITIZED LIST OF RISKS AND SAFER CHURCH MEASURES TO MANAGE THEM.**