(POL-EVENTS) Ministry Event and Activity Safety Policy

General Board Approved: May 31, 2026

1. Purpose

The purpose of this policy is to provide general safety expectations for church ministry events and activities.

The church desires to conduct ministry in a way that is faithful, welcoming, orderly, and safe.

2. Scope

This policy applies to church-sponsored events and activities, including on-campus events, off-campus events, outreach activities, meals, children's events, youth events, retreats, service projects, and special gatherings.

3. Event Approval

Ministry events should be approved by the appropriate ministry leader and, when appropriate, the General Board.

Approval should consider:

- Purpose of the event;
- Date, time, and location;
- Expected attendance;
- Needed volunteers;
- Supervision plan;
- Transportation needs;
- Budget or expenses;
- Safety concerns;
- Insurance or facility requirements;
- Communication plan.

4. Supervision

Events involving children, youth, or vulnerable adults shall have appropriate adult supervision.

The level of supervision should be based on:

- Age of participants;
- Number of participants;
- Type of activity;
- Location;
- Known risks;
- Special needs;
- Whether the event is overnight or off campus.

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5. Permission and Medical Information

For off-campus, higher-risk, or overnight events involving minors, the church should obtain written parent or guardian permission.

Permission forms should include:

- Participant name;
- Parent/guardian contact information;
- Emergency contacts;
- Relevant medical information;
- Allergy information;
- Medication needs;
- Permission for emergency medical care;
- Event details.

6. First Aid and Emergencies

Ministry leaders should know how to contact emergency services, the Lead Pastor, or a designated General Board member during events.

First aid supplies should be reasonably available for church events.

In emergencies, leaders should seek appropriate medical care and notify parents, guardians, and the General Board as soon as possible.

7. Incident Reports

Injuries, accidents, medical events, safety concerns, misconduct, or unusual incidents should be documented using an incident report.

8. Food Safety

Church meals and food-related events should be handled with reasonable cleanliness and care.

Special attention should be given to:

- Food allergies;
- Proper food storage;
- Clean preparation areas;
- Safe serving practices;
- Clearly communicating known allergens when practical.

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9. Higher-Risk Activities

Higher-risk activities require additional review and approval.

Examples may include:

- Swimming or water activities;
- Boating;
- Overnight trips;
- Sports tournaments;
- Construction or repair projects;
- Use of tools or equipment;
- Activities involving fire, heights, animals, or strenuous physical exertion;
- Travel out of the area.

The General Board may require additional supervision, waivers, safety equipment, outside professionals, or cancellation of activities that present unacceptable risk.

10. Overnight Events

Overnight events shall follow the Child, Youth, and Vulnerable Adult Protection Policy and all applicable transportation and supervision policies.

11. Outside Speakers, Groups, or Vendors

Outside speakers, groups, vendors, or organizations participating in church events should be approved by the General Board.

They may be required to comply with church policies, provide proof of insurance, complete screening, or sign facility/use agreements depending on the nature of the event.

12. Weather and Cancellation

Ministry leaders should consider weather, road conditions, and emergency alerts when planning and conducting events.

The General Board may cancel, postpone, or modify events when safety concerns warrant.

13. Review

This policy shall be reviewed periodically by the General Board and may be revised as needed.

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