

Risk Management

1. Inspections – the long awaited self-inspection program ready to launch. Jerry Pachciarz will assist with parishes that continue to need help and also our largest locations like high schools.

2. What is safe? All employees and volunteers should be asked to be the eyes and ears of the parish. Who better to see something dangerous before it happens? Look for:
 - a. Uneven sidewalks
 - b. Loose steps
 - c. Handrails
 - d. Pot holes
 - e. Unlocked buildings/working alone
 - f. Candles
 - g. Playground equipment
 - h. Storage rooms
 - i. Training
 - i. Does anyone know how to use a fire extinguisher?

3. Theft- what are the exposures to cash, valuable vessels, computers?

4. Employee safety

- a. Is the building safe
- b. Anyone else around when you work
- c. Candles at your desk

5. Volunteers

- a. Doing too much
- b. Climbing ladders
- c. Handling tools they are not familiar with

6. Driving autos

- a. Secondary insurance
- b. Volunteers who drive
 - i. Licensed?
 - ii. Insured?

7. Student accident

- a. What is covered
- b. How to file a claim

Budgets

1. Why do you need to have a balanced budget?
2. Budget versus allowance
3. What are the cost drivers in your parish?
 - a. Payroll
 - b. Insurance
 - c. Utilities
 - d. Maintenance
4. Employees who are responsible for department budgets
5. Building up reserves
 - a. Repairs
 - b. Replacements
 - c. Long term maintenance

Mission Creep – what is it?

1. A visioning session – setting focus for programing and finance

Contact information:

Mike Witka

mwitka@archindy.org

317-236-1558 office

317-997-3561 cell