

INSURANCE TASK PERSON

The insurance task person will review and oversee insurance coverage for the church and related ministries. This person will make sure the church is protected against all insurable hazards. May serve as one of several people on a task-force group.

Ministry Area/Department	General staff/administration
Position	Insurance task person
Accountable To	Pastor/executive pastor
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Experience or knowledge in insurance field preferred • Ability to research and compare benefits and costs of various policies
Best Personality Traits	Dependable • Serious • Analyst
Passion For	Protecting the church members and the church—and preparing for the unexpected
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four hours minimum, semiannually
2. **Participating in meetings/training:** as needed

RESPONSIBILITIES/DUTIES

1. Review church insurance policies and needs; update when necessary.
2. Compare various policies, coverage, prices among different companies; shop for best policy, best price and most dependable insurer.
3. Examine insurance needs of church: health, property, casualty, various liabilities, etc.