



**ARCHDIOCESE OF BALTIMORE**  
**DEPARTMENT OF MANAGEMENT SERVICES**  
**OFFICE OF RISK MANAGEMENT**

Memorandum

**TO:** Parish Leadership  
**FROM:** Tom Alban, Director of Risk Management  
**DATE:** 6/9/2020  
**SUBJECT:** COVID-19 Ministry Risk Profile Tool

On Thursday, June 4, 2020, a Ministry Risk Profile Tool was included as part of the COVID-19 guidance documents. Since issuance of that document, several questions have been raised. Following is clarification as to the use of the tool.

**1. Does the guidance and requirements of local and State orders, particularly related to the permissible number of individuals permitted to gather, impact the evaluation process?**

Yes. As part of the process, if there are requirements or limitations in place in your jurisdiction, such as those limiting the number of individuals that can gather, than your location must adhere to the local jurisdictional and State requirements. For example, currently under the Governor's orders gatherings of more than 10 individuals are prohibited. So, if your proposed ministry or activity scores within the range for Stage 1 or Stage 2 as a permissible activities, but the plan is to have more than 10 participants, your location must either limit the number of participants to 10 or delay the activity. Likewise, just because a particular ministry is limited to 10 individuals does not necessarily mean that ministry or activity should take place. If your ministry or activity involves a higher risk class of participants or the activity is considered higher risk, you are encouraged to evaluate the ministry to determine where the activity falls on the scoring matrix.

**2. When should my parish evaluate a ministry?**

Locations can elect to evaluate a particular ministry at the time discussions begin to resume the ministry. The assessment of the ministry at that point will either assist in affirming the timing is appropriate to resume the ministry or the assessment may provide guidance that the resumption of the ministry should be delayed. Or a parish can elect to systematically evaluate each parish ministry to establish a timetable as to when particular ministries should be considered, timing wise, for resumption.

June 15, 2020

**3. Who should evaluate the ministries? Who makes the final decision on the resumption of the ministry?**

As recommended in the guidance documents, the process of evaluating a ministry should be conducted by at least two individuals from the parish. Those conducting the evaluation, whether employees or volunteers, should be familiar with the ministry. If your parish is not able to have a minimum of two individuals to complete the evaluation process for a ministry, the parish is still strongly encouraged to have the assessment completed, even if done by only one individual. Ultimately, the approval of the assessment and authority to resume a ministry is the responsibility of the pastor or parish administrator.

For your reference a copy of the Ministry Risk Profile Tool is being provided along with this communication. If you have any questions, concerns or wish to discuss further, please reach out to me at [talban@archbalt.org](mailto:talban@archbalt.org).

Thank you.