

Treasurer's Workshop

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Associate Treasurer

Director of General Services/Risk Management



Seventh-day Adventist® Church
SOUTHEASTERN CALIFORNIA CONFERENCE

Agreements



Facility Use Agreement

Renting Out Your Facility (Our SECC Conference and Church Members/Non-Church Renters)

A. What is it?

1. Agreement between two parties to use the facility
2. Identifies Cost and Terms (duration)

B. Who needs it?

1. Anyone who is using your facility
2. Government agency, schools, clubs, other churches, including weddings and birthdays

C. Why do we need it?

1. To reduce the liability and keep 501C3 status



Facility Use Agreement

Renting Other Facility (Within SECC Conference and Outside of Conference)

A. What is it?

1. Agreement between two parties to use the facility
2. Identifies Cost and Terms (duration)

B. Who needs it?

1. Anyone who is using the facility
2. Government facility, other churches, city parks

C. Why do we need it?

1. To reduce the liability and clarifies terms



Insurance



Certificate of Insurance COI

Renting Other Facility (Within SECC Conference and Outside of Conference)

Why do we need COI?

1. Need COI for proof of insurance and to cover any incidents

When do we need COI?

1. Gym nights at LLU Drayson Center
2. Pathfinder Fair at La Sierra University
3. Camp meetings
4. Retreats
5. Outdoor events at a park
6. 5k run



Certificate of Insurance COI

SECC Requirements of COI

A. General Liability of \$1M per occurrence & \$5M aggregate

1. Sexual Misconduct
2. Workers Comp
3. Auto
4. Property

B. Additional Wording

1. The Southeastern California Conference of Seventh-day Adventist and its affiliated entities (church name) are named as additional insured.



Evidence of Insurance EOI

Property (Lien Holder)

A. What is EOI?

1. Official Document used to verify insurance policy

B. Who needs EOI?

1. Lien holder (Churches that are carrying a mortgage)
2. Provide to the lender annually



Insurance (Auto)

Auto Insurance

A. Who is covered?

1. Volunteers and Staff
2. School or Church vehicle

B. Whose insurance is used first? (If private vehicle is used)

1. Primary insurance is the volunteer's insurance
2. Secondary insurance is SECC



Short-Term Travel Insurance

Insurance

A. Who is covered?

1. Purchase additional insurance for special trips and all participants must be named

B. When do you buy Short-Term Travel Insurance?

1. Mission Trips
2. International Camp Meetings
3. PBE Finals
4. Privately purchased for family travel

[Short-Term Travel | Adventist Risk](#)



Claims & Reports



Reporting Accidents

Incident Report

A. What is an incident Report?

1. Is a report that records the events of injury, incidents, potential threat, etc.

B. Who fills out the report?

1. Person in charge (Pathfinder Director, Principal, Pastor, Elder, Etc.)

C. Where can you find the report form?

1. SECC web page ([SECC-Injury-Illness-Workplace-Violence-Prevention-100824.pdf](#)) page 30



Processing Claims

All Claims

A. Types of Claims?

1. Automobile Claim Notice
2. General Liability Loss Form
3. Medical Payment Claim Form
4. Property Loss Notice Form

B. Who should fill out the form?

1. Person in charge (Pathfinder Director, Principal, Pastor, Elder, Etc.)

C. Where to find the forms?

1. [Property & Casualty - Southeastern California Conference](#)
2. Attach any photos, police reports, estimates, etc.
3. Submitted to hp kang@seccsda.org



Construction



Construction

Inspections

Inspection should be done on an Annual basis.

1. Church (NAD)

a) [FRM-Church-Inspection-NADEN](#)

2. School (NAD)

a) [so-1007-frm-school-inspection-iaden](#)

Exterior/Interior

Look for damages, broken light fixtures, leaking pipes, flickering lights, soft spots on lawn, roof clean/clearing



Construction

New Construction

New Construction should be evaluated carefully

- A. Initial Plan – Congregation and Church need
- B. Budget
- C. Professionals
(Architect/Contractor/Engineer)
- D. Municipality (Entitlements/Permits/Fees)
- E. Execution (Contractors)
- F. Final Inspection



Construction

Remodel & Repairs

Remodel and repairs

A. Need vs Wants

B. Budget

C. Longevity vs Cheap quick fix

D. Always check with your local agency for
required permits/inspections

Story of broken handrail



Construction

Professional

Who to Use? Volunteer vs professional

- 1) Volunteer to do (painting, cleaning, yard work, etc.)
- 2) Volunteer NOT to do (electrical, plumbing, re-roofing, climbing high ladders, etc.)

****Professional are insured and bonded. They take on the liability and protects their workers.**



Children and Youth Safety



AB506

California Assembly Bill 506 (AB506)

What is AB506?

State law enacted to protect minors from child abuse and neglect by enforcing mandatory background screening, training, and strict safety policies for youth-serving organizations.

Originally passed in response to high-profile historical sexual abuse crises within major youth organizations, it took effect on January 1, 2022, and is codified under the California Business and Professions Code Section 18975.



AB506

California Assembly Bill 506 (AB506)

What is required for AB506 compliant?

1. LiveScan (\$30-\$40 generally) fee to get your fingerprints scanned and reviewed by DOJ and FBI
2. Annual Consent Form
3. 2-Hour On-line Training every 2-years (Schools require every 1-year)

[AB506 - Volunteers - Southeastern California Conference](#)

Juliana Moon – Juliana.moon@seccsda.org or 951-509-2337



AB506

California Assembly Bill 506 (AB506)

Who is required to be AB506 compliant?

1. Anyone over the age of 18 is required.
2. Church/School volunteers
3. VBS, Sabbath School, Pathfinders, Adventurers, language school, music programs, etc. (Anyone dealing with children and youth)
4. Level II Volunteers - 16 hours a month or 32 hours per year
5. Most churches opting to do Level II for all volunteers to eliminate confusion and difficulty of tracking hours



Sterling

Volunteers who drive

- A. Background Screening many started on Sterling
- B. If Driving (Churches)
- C. Education Department Exempt from Sterling
 - A. Bring updated DMV check to every event



Questions?

Contact information

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