

# Contractors & Vendors

## How To Protect Your Ministry When Working With Third-Parties At Your Church

To ensure the future and sustainability of your congregation, it is wise to take appropriate steps that will help insulate your church from potential liabilities. Church leadership should require a well drafted, formal contract; proof of insurance with proper limits that match the exposure/risk; and hold harmless agreements with indemnity language for any contractor, vendor or outside party who uses the facility for gatherings, events, or leases space (also known as tenants or third-party users).

### CONTRACTOR SELCTION PROCEDURE:

- » Screen all vendors/service providers
- » Check references
- » Verify Licensure
- » Evaluate the contractor's insurance

If a church is allowing a third party such as a tenant to use its facilities, the lease agreement should contain an effective risk transfer clause including requirements for indemnification, certificates of insurance and additional insured language.

### BEFORE YOUR MINISTRY HIRES A CONTRACTOR, VENDOR (OR) HOSTS A 3<sup>RD</sup> PARTY, REVIEW THESE RESOURCES:

- » [Tenants & Users Liability Insurance Program](#)
- » [Before Choosing A Contractor or Vendor](#)
- » [Independent Contractor or Employee](#)
- » [Facility Use Agreements](#)
- » [Third Party Liability Exposures](#)

