

**Name of Congregation**

**Address**

## **Security Ministry Guidelines**

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### **Part 1: Introduction**

#### **A. References**

List any resources that provided information for this document.

#### **B. Description**

1. These guidelines explain the standards and procedures to serve the congregation in security ministry and apply to all persons serving in the security ministry of [name of Congregation].
2. Security ministry includes both active and passive elements, as well as what is visible to the public and what is invisible.
3. Security ministry is crucial for the welfare of the congregation and its ability to maintain continuity of existence.

#### **C. Fundamentals of Security**

1. We will monitor news sources and remain alert to community and world events that could have security implications for the believing world, for Jews, and for Messianic Jews in particular.
2. We recognize the biblical call to protect the community of Messiah through intercessory prayer. We will watch and pray.
3. We will monitor entrances to the building so that no one should enter the building unscreened.
4. We will minimize the number of open entrances to the building consistent with the fire code.
5. We will issue building keys only to those who have a demonstrated need for possession.
6. We will insure that vegetation does not interfere with direct line of sight from the main entrances and windows to the parking lot.

### **Part 2: The Security Team**

#### **A. General Responsibilities**

1. Security Manager
  - a. Inspect the property for security weaknesses and make recommendations for physical security.
  - b. Coordinate installation or repair of security-related equipment (cameras, lighting, locks, signage, etc.)
  - c. Develop relationships with public safety officials.
  - d. Coordinate or conduct security training for volunteer security personnel.
  - e. Maintain security-related supplies and equipment.

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- f. Recommend to the elders/church board the appointment of members to a volunteer security team.
  - g. Maintain administrative files (e.g., security team applications, copies of CCW training certificates, copies of CCW permits or licenses, results of background checks, training records, etc.)
  - h. Provide written reports on the matters listed above to the elders/church board as required.
2. Security Team Leader
- a. Organize a volunteer security team from approved candidates.
  - b. Schedule security team members for services and events.
  - c. Determine duty posts for security team personnel within or outside the building.
  - d. Supervise the security ministry of team members.
  - e. Write reports on unusual incidents requiring the response of the security team.
3. Security Team Member
- a. Serve in a security role at least once a month for an assigned service or event.
  - c. Detect danger, ensure security and prevent intrusion.
  - d. Call police or fire departments as appropriate in cases of emergency.
  - e. Perform all duties assigned by the security team leader.
  - f. Follow procedures specified in these guidelines.
  - g. Attend scheduled training to develop, maintain or improve tactical skills.
  - h. Assist with evacuation if it should become necessary.
  - i. Make use of security-related equipment as necessary
    - Flashlight
    - Megaphone
    - Pepper spray
    - Safety vest
    - Two-way radio

**B. Personal Readiness**

- 1. As watchful shepherds of Messiah's flock, make spiritual preparation by praying for divine protection over the congregation in its coming out, gathering and going out.
- 2. As representatives of congregational leadership, dress modestly and appropriately for the social setting of worship. Avoid damaged jeans, cut-offs and shorts. Please cover all tattoos. Ladies, please avoid cleavage revealing tops.
- 3. Be attentive to personal hygiene. Carry breath mints, if needed. Avoid using strong-fragranced deodorants, perfumes, after-shave or other scents that others would find repellent or might cause an allergic reaction.
- 4. Report for duty in a mentally and physically fit condition. Be aware of the drowsy effects of prescription or OTC medications that could impair one's motor responses.

**C. Coordinating Instructions**

- 1. All team members are asked to be available to augment the staffing for special services or public events outside regular service times.

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2. If a team member has an unexpected conflict, e.g., illness, family needs, etc., and would thus be unable to fulfill a scheduled assignment, then notify the Security Team Leader by email, phone or text.
3. For planned absences it would be best to contact one of the others on the team as soon as possible and make arrangements to trade scheduled services.
4. Team members will not participate in other activities or religious duties while on duty, but give full attention to their responsibilities.

#### **D. Responsibilities for the Firearm**

Following are specific responsibilities related to the handling of a firearm.

1. Prior to assignment the team member will have completed training or orientation in the safe storage of handguns, actual firing of handguns and the laws of [State] governing the carrying of concealed handguns and the use of deadly force. This instruction may be obtained from a wide variety of government, commercial or private entities.
2. The team member will carry a personal handgun with appropriate caliber ammunition for use in security ministry. Hollow point ammunition is recommended over full metal jacket when on duty.
3. The team member will store the firearm at home in a safe manner.
4. The team member will keep the firearm well maintained at all times. Any repairs to a member's weapon will be at his/her expense.
5. The team member will carry the firearm at [name of Congregation] in a concealed manner at all times. The team member will not display his/her weapon to anyone outside of [name of Congregation] leadership, law enforcement or other security team members.

#### **E. Proficiency**

1. The team member will work at maintaining proficiency with the firearm in order to use it in an effective manner should the need for its use arise.
2. Maintaining proficiency includes periodically visiting a shooting range to fire the firearm at standard targets.
3. The typical shooting practice would include several rounds of multiple shots and from varying distances, if possible. The goal would be the majority of shots hitting the 8, 9, 10, or X rings in the target.
4. Proficiency also includes practicing at home drawing the handgun from its concealed location in both sitting and standing positions.

#### **F. Training**

1. All team members should have completed a basic weapons handling course, whether through military training, law enforcement training or an independent training program. A concealed carry weapons course would also be highly desirable for team members.
2. Specialized training is important for learning and maintaining operational skills relevant for congregational security. The Security Manager will coordinate and schedule training classes at [name of Congregation]. Classes may be conducted by active or retired law enforcement officers, or a security training company or conducted with materials obtained from a security training company. Attendance is mandatory for classes held at [name of Congregation].

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3. Low-cost online courses are also available for individuals through various commercial sources:
  - a. [www.sheepdogchurchsecurity.net](http://www.sheepdogchurchsecurity.net)
  - b. [www.onlinecarrytraining.com](http://www.onlinecarrytraining.com)
  - c. [www.aegis.com](http://www.aegis.com)
  - d. [www.mysecuritytraining.com](http://www.mysecuritytraining.com)
4. Team members will report to the Security Manager the completion of any individual training.
5. The basic plan for security team training includes the following topics.
  - a. Refresher concealed carry weapons training.
  - b. Dealing with disruptive persons using verbal de-escalation.
  - c. Protecting children from sexual abuse.
  - d. Basic emergency response procedures and drills.
  - e. Tactical handgun proficiency.
  - f. Intruder response and active shooter neutralization.
  - g. Periodic handgun practice.
  - h. First aid, AED, and CPR proficiency.

### **Part 3: Security Operations**

#### **A. General**

1. Security Team members should review any approved congregational safety plan.
2. At least one Security Team member will be assigned for each service or public event.
3. The Security Team members must be prepared to respond to a variety of emergency situations:
  - a. Criminal threats: arson, active shooters, criminal acts, armed robbery, burglary, gang violence, vandalism, violence from domestic disputes, bomb threat, explosion, and terrorist acts.
  - b. Civil threats: altercations, civil unrest, picketers.
  - c. Accident Events: hazardous materials releases from the highway, downed power lines, vehicle/aircraft crash.
  - d. Building emergencies: fire, power failure, gas leak, sewer backup, water failure, roof collapse and other emergencies involving the building.
4. Security Team members will assist the ushers in responding to a crisis situation, including evacuation when conducted for emergencies.

#### **B. Duty Procedures**

1. Arrival: When scheduled for security duty the team member will
  - a. Arrive about an hour before the start time of the service or event in order to do a security sweep of the building and campus.
  - b. Make one trip around the parking lot to observe any suspicious person or vehicle.
  - c. Check the walkways and porches for any unattended backpacks, packages or devices.
  - d. Check the outside of the building for opened or unlocked doors and broken windows.

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- e. Check around air conditioning units for evidence of tampering.
  - f. For a night service check that outside lights are working properly.
  - g. Check all rooms, including the mechanical rooms, for anything out of the ordinary.
2. At Your Post
- a. The principal position for the security team members during the service or event is in the foyer in order to keep the main entrances under observation. [Identify other positions as appropriate to your building.]
  - b. Make periodic checks of the building perimeter and parking lot.
  - c. Watch for suspicious persons. See Section E. below.
  - d. Minimize regular conversation with people attending the service or event to insure continued focus on security responsibilities. Stay off your cell phone.
  - e. Make periodic checks of restrooms, and building interior for persons who might pose a security risk.
  - f. Keep known sex offenders under observation.

### **C. Levels of Response**

When a problem situation occurs the team member must make a quick assessment and determine the appropriate response.

1. Level 1: Presence. The team member arrives or is present. Compliant subjects are those individuals who offer no verbal or physical resistance to the team member's commands and demonstrate their cooperation by immediately responding to directions or instruction.
2. Level 2: Verbal commands. The team member uses verbal commands. Passive resistant subjects are those individuals that refuse to comply with commands, but are not attempting to physically prevent or defeat the team member's commands.
3. Level 3: Control and Restraint. The team member uses control and restraint. Active resistant subjects are those individuals who refuse to comply with the team member's commands and are physically resisting a team's member's control techniques, or individuals whose combination of words and actions may present a physical threat to others.
4. Level 4: Temporary Incapacitation of Subject. Combative subjects are those individuals who attempt to defeat a team member's compliance techniques in that they are resistant, combative, and overtly attempting to overpower the team member. Reasonable non-deadly force may be used to defend oneself, a team member or a third person from what is believed to be an imminent use of physical force.
5. Level 5: Deadly Force. A deadly force assault is any assault which the team member has reason to believe the subject has the ability and means to cause death or grievous bodily harm, the subject is close enough to immediately carry out the attack and the subject clearly intends to cause bodily harm to innocent persons. In such a circumstance the team member is authorized to use deadly force.

### **D. Visitors**

1. Be observant of vehicles as they enter the parking lot and the passengers as they leave the vehicle and enter the building.
2. Greet visitors with a smile along with a quick assessment. Note where first-time visitors choose to sit.

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3. Do not allow visitors to roam freely through the building and property without being observed.
4. Mechanical rooms and the nursery are off-limits to all but authorized personnel.
5. If any first-time visitors leave during the service, do a quick check of their seating area if possible to ensure nothing was left behind. If they stop at the restrooms before exiting the building, check the restroom area including waste baskets and toilet tank.

NOTE: Security team members may at their discretion request to inspect backpacks or other containers brought in by visitors.

### **E. Suspicious Persons**

1. Persons of Concern. A variety of persons can provide a challenge or even risk to the security of [name of Congregation], such as a vagrant, someone under the influence of alcohol or drugs, an adversarial person, a complaining neighbor, a mentally unbalanced person, a religious bigot or a person intent on committing a crime.
2. Suspicious signs. There are a wide variety of behavioral indicators that could point to someone posing a threat. A basic rule is if it doesn't look right, pay attention.
  - a. Nervousness, nervous glancing or other signs of mental discomfort/being ill at ease. This may include sweating, "tunnel vision" (staring forward inappropriately) and repeated inappropriate prayer (e.g., outside the facility) or muttering. This may also include repeated entrances and exits from the building or facility.
  - b. Inappropriate, oversized and/or loose-fitting clothes (e.g., a heavy overcoat on a warm day).
  - c. Keeping hands in pockets or cupping hands (as if holding a triggering device).
  - d. Constantly favoring one side or one area of the body as if wearing something unusual/uncomfortable (e.g., a holster or a bomb belt or vest). Pay attention to a person constantly adjusting waistbands, ankles, or other clothing. Projected angles under clothing may also be indicative of a firearm, e.g., at the waist or the ankle.
  - e. Carrying packages that seem inappropriate to the occasion.

### **F. Security Response – Entrance of Suspicious Person**

1. If a team member observes a suspicious person entering or within the building:
  - a. Politely greet the person and identify yourself. Since this is a stranger, say "Good morning. Is this your first time here?" If appropriate to the circumstance ask, "How can I help you?"
  - b. Be in a ready stance. Keep between the suspicious person and congregation and watch his/her hands at all times.
  - c. If conversation does not have a normal or productive result and the visitor's purpose is in question, appears intoxicated, or continues to act suspiciously; say, "Sir (or Ma'am), I'm going to ask you to please leave."
  - d. Notify the Security Team Leader and the Senior Pastor of this encounter.
  - e. Be alert to any threatening actions. Seeing a weapon or suspicious package or object is cause to notify the police.
2. If a person refuses to leave:
  - a. If the individual refuses, provide a calm warning that the police will be called for non-compliance.

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- b. When contacting law enforcement be prepared to give them a full description of the person.
- c. Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
- d. Be aware of the intruder's actions at this time (where he/she is located in the building, whether he/she is carrying a weapon or package, etc.).
- e. Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a complete search of the building later.

**G. Security Response – Loitering & Trespassing**

1. If a team member observes a person loitering on the campus (parking lot, lawn areas, or playground), take note of: (a) number of persons, (b) gender, (c) age range, (d) ethnicity, (e) physical description, (f) actions, especially looking into vehicles, and (g) location, including direction of departure.
2. Criminal trespass is entering and remaining on congregation property without consent for an unlawful purpose. Consent is implied for those who come to attend congregation services. A trespasser may loiter around the parking lot looking into cars. A homeless person who wanders on the property and asks for money will not be treated as a trespasser. Scan the person's appearance for any suspicious characteristics.
3. Make a report to the Head Usher or the Security Team Leader and Senior Pastor who will make the decision on whether to call police. If calling police, tell them there is a suspicious person on the campus. Give the above information and description. The goal is for the police to make contact and obtain the suspect's information for their records.

**H. Security Response – Bomb Threat**

1. An extremely common form of harassment, particularly against religious and ethnic institutions, is the telephoned bomb threat. Any person in the building or institution (not necessarily a staff member or security officer) is a potential recipient of the phone call.
2. The police should be notified immediately (emergency call) and all persons in the building or threatened area should be evacuated in accord with standard fire evacuation procedures.
3. The police department will want as much information as possible about the call and the person who made the threat.
  - a. Date: Time Of Call: am/pm
  - b. Call Received By [Name]: Office Phone: \_\_\_\_\_ Ext. \_\_\_\_\_
  - c. Exact Language Of The Threat:
  - d. Voice On Phone (Check as applicable):
    - Male Female Adult Child
    - Estimated Age \_\_\_\_\_ Ethnicity \_\_\_\_\_
    - Speech: Slow, Rapid, Normal, Excited, Loud, Foul, Broken, Sincere, Accent, Intoxicated, Impediment, Soft/High Pitched, Deep, Calm, Angry, Rational
    - Background Noises: Music, Talking, Laughing, Barroom, Typing Machines, Traffic, Airplanes, Factory, Trains, Quiet, Other
4. Bomb Threat Checklist: Questions to Ask (write down the answers if possible)

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- a. When? (When will it go off)
- b. Where? (Is it located)
- c. What? (Type of bomb is it)
- d. What? (Type of explosive is it)
- e. Why? (Are you doing this)
- f. Who? (Are you)

**I. Security Response – Suspicious Package/Device**

1. Any unexpected and untended package or backpack found near a building entrance should be treated as suspicious until proven otherwise.
  - a. Make a good mental note of what the device/item looks like: the, size, shape, container materials and exact location.
  - b. Look around for any person who might have left the item.
  - c. Continue to move forward quickly while looking for a 2nd device.
  - d. Report back inside to the Security Team Leader, elder or other supervisor on what was found. If there is agreement that the package is suspicious, call the police and follow their instructions.
  - e. Be prepared to evacuate the building, using exits in the opposite direction of the suspicious package.
3. There is a natural temptation to explain away suspicious finds. Resist that temptation, and feel comfortable in contacting law enforcement and explaining why you are suspicious. Even if you think you might be wrong, it is the job of the police/fire dept to determine that.

**J. Security Response – Altercation**

Note: A physical altercation between individuals in the foyer or near a main entrance to the building will be handled in accordance with the following standards. While there is no procedure that will cover every contingency, the following standards will address most events.

1. Verbal altercation. If a team member witnesses an argument between two individuals, follow these basic steps:
  - a. Stay calm and try to keep the interaction moving forward. Talk in a slow, steady, low tone of voice to show concern and composure. Unless the situation is escalating, focus on the person's problem rather than the behavior.
  - b. If the situation seems to be escalating, get help from a volunteer leader. Explain the individual's options and direct the person to another staff member if appropriate.
  - c. If the person remains hostile or becomes more aggressive: (1) State in a calm, firm and slow manner that the person will need to leave the campus until he/she calms down, at which time he/she may return so someone can attempt to resolve the problem. (2) If the person refuses to leave, call the police, 911.
  - d. If the person is uncontrollable, threatens violence to any person in the area or appears to be under the influence of alcohol or drugs, call 911: (1) Stay on the line, give your name and location. (2) Advise the police of the situation, giving as much detail as possible. (3) Involved personnel shall prepare as soon as possible written statements for the elders/church board, describing the incident.



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2. Physical Altercation. If team members witness a physical altercation, then follow these procedures:
  - a. Take control of the scene and demand that the combatant(s) stop. Be alert for potential weapons.
  - b. Separate the parties by moving each to a neutral location away from the onlookers and the sanctuary, such as a classroom or outside.
  - c. Administer first aid if needed using nearest first aid box. (plastic gloves are required when blood is observed).
  - d. Notify Senior Pastor of the incident and follow his directions in how he wishes to proceed. If necessary, call 911.
  - e. Document the incident and give the written information to the Senior Pastor. This information could be important to a later police investigation or insurance claim.
  - f. Security team members are authorized to use physical means to control the situation, including the use of pepper spray to stop an attack.
  - g. Once police arrive advise them of the actions taken and whether a weapon was found.
3. Other considerations
  - a. If there is an eminent threat to the congregation the main entrance doors should be locked to restrict access until the police arrive.
  - b. On duty ushers will direct the members of the congregation into the sanctuary and close the interior vestibule doors providing a visual barrier to the congregation helping to de-escalate the disturbance.

## **K. Security Response – Active Shooter**

1. Rules of engagement for an active shooter: Security team members will
  - a. Draw and display a weapon ONLY in an imminent threat to life situation.
  - b. Present the smallest target possible to the shooter (e.g., crouching or side profile).
  - c. Engage the shooter immediately if there is a clear line of sight for firing. Hesitation in firing could give the shooter an advantage.
  - d. Fire at the shooter's chest area. The purpose of firing is to stop the shooter's attack.
  - e. Control the rate of fire to minimize missing the shooter and hitting a bystander.
  - f. Cease firing when the shooter goes down.
2. Post-engagement actions
  - a. Call 911, if the police have not already been notified.
  - b. Secure the area where the shooter is down to keep others away.
  - c. Maintain vigilance until the police arrive.
  - d. Prepare an incident report as soon as possible for the elders/church board.
3. Interaction with Law Enforcement and Media
  - a. Security team members will yield to all uniformed law enforcement officers and to plain clothed officers that display proper identification.
  - b. Members will follow all commands and directions given by law enforcement.
  - c. Members will introduce themselves to any extra-duty police officers before each shift.
  - d. Any questions about security procedures or tactics will be directed to the security manager.

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- e. Members are not to make statements to the media or press and should refer all questions to the Senior Pastor or his designated spokesperson.

Reviewed and accepted by the Security Manager  
Approved by Senior Pastor and the Elders/Church Board  
Date