

Name of Congregation

Address

Security Ministry Policy

Date

Part 1: Introduction

A. References

List any resources that provided information for this policy document.

B. Purpose

The Security Ministry Policy of [Name of Congregation] sets forth the conditions and standards for having volunteer armed security personnel serve the congregation in emergency response.

C. Law

List relevant sections of [State] Statutes that have a bearing on armed response to crisis situations, such as:

1. Statute saying that immunity exists for uncompensated officers, directors (board members) and other volunteers of tax-exempt organizations from liability for ordinary acts and omissions committed during the course of their volunteer work for the organization, provided the organization maintains general liability insurance. Or HaOlam does have such insurance through Brotherhood Mutual.
2. Statute saying whether a license is required for person to carry a concealed handgun, whether loaded or unloaded.
3. Statute saying that a private entity is not liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun and concerning acts or omissions regarding such handguns.
4. Statute that defines deadly force as action taken that will result in death or serious bodily injury. By state law deadly force is only justified when the purpose is to defend self or others, including in any dwelling, place of work or occupied vehicle, against the imminent unlawful use of force by another person and thus to prevent death or great bodily harm. The person defending is not required to retreat in the face of such threat. The use of deadly force is also authorized against someone who enters a building with the intent of removing another person against such other person's will.

D. Insurance Coverage (include if the provisions are applicable)

[Name of Insurance Company] is the insurer for [Name of Congregation] and the policy specifies Security Operations Liability Coverage. This coverage

1. Pays specified amounts for medical costs, wage loss, counseling cost and cost of damage to or loss of security-related equipment to emergency response personnel affected by an emergency response incident.
2. Pays for personal injury or emotional injury damages that the ministry, leaders or security team members become obligated to pay as a result of enforcing OHO security plans and policies or as a result of emotional distress caused by OHO security operations.
3. Under this form, all applicable liability coverages of the insurance policy will apply to the volunteer security personnel on a primary basis (before their personal homeowner's coverage).

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4. Removes the effect of the "intentional act exclusion" on the Congregation and covered individuals who have not used "unreasonable" force.

E. General Firearms Policy

1. While [Name of Congregation] does not promote or require regular congregants, members or staff to bring firearms to any service or event at [Name of Congregation], [Name of Congregation] does follow [name of State] law concerning lawful carry of firearms by such individuals.
2. [Name of Congregation] does not display a notice of weapons being prohibited since criminals would not respect such a sign.
3. Persons who attend [Name of Congregation] services carrying a concealed firearm are asked to inform the Senior Pastor or Security Manager.
4. Persons carrying a handgun are expected to keep the weapon concealed while on Congregation property so as not to invite interest from others.

Part 2: Security Ministry Administration

A. Organization

1. Emergency Response Personnel. These persons include:
 - a. Senior pastor, paid staff members, elders and ministry leaders.
 - b. Members of the Emergency Preparedness Committee.
 - c. Members of the Hospitality Team (greeters and ushers).
 - d. Members of the Medical Response Team.
 - e. Members of a Security Team.
2. Volunteer Armed Security Personnel. These persons include:
 - a. Armed members of the Hospitality Team.
 - b. Armed members of a separate Security Team.
3. Security Manager.
 - a. Inspect the property for security weaknesses.
 - b. Make recommendations for physical & cyber security.
 - c. Coordinate installation or repair of security-related equipment (cameras, lighting, signage, etc.)
 - d. Develop relationships with public safety officials.
 - f. Coordinate or conduct security training for volunteer armed security personnel.
 - g. Maintain security-related supplies and equipment.
 - h. Maintain a list of persons attending OHO services carrying a firearm (based on self-disclosure).
 - i. Recommend to the elders the appointment of members to a volunteer security team.
 - j. Provide written reports on the matters listed above to the congregation leaders as required.
4. Security Team Leader
 - a. Organize a volunteer security team from approved candidates.
 - b. Schedule security team members for services and events.

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- c. Determine duty posts for security team personnel within or outside the building.
 - d. Supervise the security ministry of team members.
5. Security Team Member.
- a. Serve in a security role during a service or event.
 - b. Perform all duties assigned by the security team leader.
 - c. Follow procedures specified in this policy and the Security Ministry Guidelines.
6. Security Team Levels.
- a. Level One. The security team member serves a walking assignment within or outside the building during a particular service or event.
 - b. Level Two. The security team member is among the worshipping congregation, positioned in a location which affords quick response to an emergency situation and provides back-up support to level one team members.

B. Qualifications of Volunteer Armed Security Personnel

To serve as an armed member in the security ministry of [Name of Congregation], the candidate must satisfy the following requirements.

- 1. Be in regular attendance at [Name of Congregation] for at least one year and meet the basic qualifications of all volunteers who serve [Name of Congregation].
- 2. Possess a mindset of protecting others, and when on duty be alert to suspicious or dangerous conditions that would threaten the security of the congregation.
- 3. Possess no medical disqualifications: have the physical capacity to perform the basic functions of kneeling, sitting, walking, stooping, reaching, lifting, pushing, pulling, talking, seeing, hearing, and repetitive motion.
- 4. Possess people skills with an ability to observe people and situations and effective at communication.
- 5. Manifest mental and emotional stability, as well as good judgment (not impulsive) and possess integrity.
- 6. Be legally authorized to carry a concealed firearm.
- 7. Provide his/her own handgun, ammunition, holster and supplies for maintenance of the firearm.
- 8. Demonstrate proper gun safety.
- 9. Be willing to attend scheduled emergency response training.

C. General Responsibilities of Volunteer Armed Security Personnel

- 1. Be acquainted with the procedures specified for security in the [Name of Congregation] Safety, Security and Emergency Response Plan.
- 2. Follow procedures set forth in the Security Ministry Guidelines.
- 3. Protect those attending a service or event and unable to protect themselves.
- 4. Detect danger and prevent intrusion.
- 5. Write incident reports on unusual occurrences, disturbances, accidents, property damage and theft.
- 6. Call police in cases of criminal acts committed on congregation property.
- 7. Yield to all responding uniformed law enforcement officers (LEOs) and to plain clothed officers that display proper identification, and follow their directions.

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D. Procedure for Selecting Volunteer Armed Security Personnel

1. Recruitment.
 - a. Recruitment begins with a conversation to determine interest and availability, whether initiated by a candidate or a congregation leader.
 - b. A basic application will be completed by the candidate giving contact information (address, phone, email), concealed carry weapons (CCW) certification (if any), type of firearm carried, and two references. The need for references is waived for members of the congregation.
 - c. An interview of the candidate may be conducted by the Senior Pastor, Security Manager or Security Team Leader, to discuss information on the application and background training and experience of the candidate.
 - d. A criminal records check is not required but may be requested by the Senior Pastor or Security Manager at his discretion.
2. Reception.
 - a. The Security Manager or Security Team Leader recommends approval to the Senior Pastor and elders/church board for appointment.
 - b. Only persons approved by the Senior Pastor and elders/church board may serve in security ministry.
 - c. Approval of candidates for service as a volunteer armed security member will be duly noted in the meeting minutes of the elders/church board.
 - d. Upon approval by the Senior Pastor and elders/church board, a volunteer armed security member may be assigned to or scheduled for security ministry.

E. Assignment of Volunteer Armed Security Personnel

1. The goal is to have a minimum of one armed security team member on duty at each service or public event.
2. The head usher schedules greeters and ushers for their ministry, including armed members.
3. The security team leader schedules members of the security team for ministry.

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