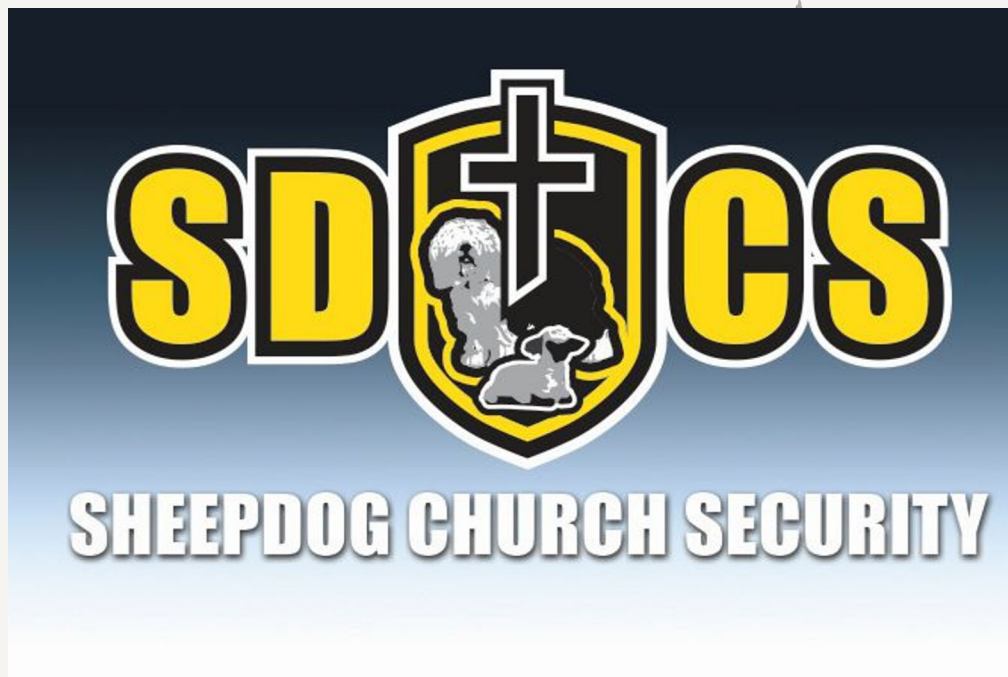


# CHURCH GUARDIAN



## ***IN THIS ISSUE***

- Top News Story
- Training Spotlight
- Weekly Team Briefing
- Director's Forum
- Church Security Roll Call
- (e) Mail Call
- Christian Sheepdog
- Seminars/Conferences
- Sheepdog Corner

## ***MAN SHOT AND KILLED WHILE LEAVING BIBLE STUDY***

### **TOP NEWS STORY**

A man was shot and killed as he left a Bible study. The man was leaving the church with a group of people, including his young daughter and his father, when someone started shooting. He was shot in his abdomen and died at the scene. The man's father, who has a permit to carry, pulled

out his weapon and tried to shoot the suspect. Police are still searching for the gunman. Police believe that this was not a random attack and that someone in the group may have been targeted. "Our investigators tell us right now that preliminary information indicates that this wasn't random, that we don't have people just shooting randomly into neighborhoods, into churches, into groups of people," a police spokesperson



said. "But, that's little consolation when we have a father [with] a son who is now dead." [Click the link to read more]

# TRAINING SPOTLIGHT

## Church Safety and Security Volunteer Academy

To ensure that you develop a robust Safety Team through effective training, we offer the Church Safety and Security Volunteer Academy course.

This downloadable bundle contains a fully customizable Powerpoint® Presentation, Microsoft Office® files and PDF files. Slide Presentation: The slides cover an incredibly wide range of information pertinent to creating, vetting, training and monitoring a Church Safety Team. Topics covered include Safety Ministry basics, patrol procedures, radio procedures, information to help you customize safety procedures for your church, how to respond to challenges, reviews and more.

Instructor Guide: The guide is designed to make imparting vital information to Church Safety Team members simple and as easy as possible. It provides vital information for instructors, including lesson walk-throughs. It is more than a supplement for the course itself – it's an essential tool to make an instructor's job easier while ensuring students receive the training necessary.

Streaming Video: In addition to the downloadable files, you get online access to our course videos for one year. They are great way to prepare yourself to teach the material and they can even be used in a classroom setting until you are more comfortable teaching.



# BASIC TRAINING FOR A CHURCH SAFETY MINISTRY

## The Church Safety and Security Volunteer Academy



*Make me to know your  
ways, O Lord; teach me your paths  
(Psalm 25:4).*

### Back to School

Traditionally, September has been Back-to-School Month with the first day of school the day after Labor Day. Now many school districts begin classes in the last half of August, but September is still the first full month of school. At Sheepdog Church Security, we begin the training calendar in September, and the featured training course is the Church Safety & Security Volunteer Academy[1]. Training courses for the following months are Arson Prevention and Fire Drills for Churches (October), Active Shooter Neutralization and Lock Down Drills (November), Protecting Children from Sexual Abuse (January), Protecting Yourself and the Church with Use of Force Laws (February), Severe Weather and Natural Disasters (March), and Dealing with Disruptive Persons using Verbal Deescalation (April). There are no SDCS training courses for CPR/AED and First-Aid Certification (May), Unarmed Self-Defense Training (June), and Weapons Qualification (July). Instead of training, December features Equipment and Supplies.

August features the Safety Ministry Proposal and Starter Kit. For a Church Safety Ministry which has just started, the team members need training, which leads back into the start of the SDCS school year. The Academy begins with the Qualifications and Restrictions for members of a Church Safety Team. From there it goes on to Ethics and Conduct, Team Priorities, Sample Policies and Procedures, Safe Cash Procedures, Radio Procedures, Patrol Procedures, and Reports and Forms.

### Action Points

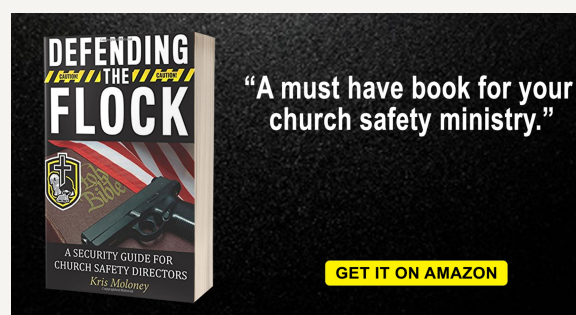
For a new Safety Ministry: If you haven't already, schedule classes in the Church Safety & Security Volunteer Academy. This can be more than one session so that all members can take the training. You can get them into the online version if they cannot come to a scheduled class.

For Safety Directors: See which members of the Safety Team have not yet had the basic training or need an update/refresher course (certifications are good for two years). Arrange to make this training available by scheduling classes or online training.

For Safety Team members: See which courses you have not taken and which are due for updating. If you have not had a course for two years or more, register for a class or sign up for the online training.

For all: Get Kris's books, *Defending the Flock: A Security Guide for Church Safety Directors* and *Active Shooter Mitigation: A Training Guide for Houses of Worship*.

1. Kris Moloney, "Church Safety and Security Volunteer Academy," Sheepdog Church Security Training Courses, Training Bundle (Classroom) [<https://sheepdog-church-security.thinkific.com/courses/church-safety-and-security-volunteer-academy-training-bundle>]; Individual (Online) Training [<https://sheepdog-church-security.thinkific.com/courses/church-safety-and-security-volunteer-academy>].



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# DIRECTOR'S FORUM

RESEARCHED AND WRITTEN BY WESLEY VAUGHN

## Orientation Starting Right

### BASIC TRAINING FOR A CHURCH SAFETY MINISTRY

#### In the Bible

Then the king commanded Ashpenaz, his chief eunuch, to bring some of the people of Israel, both of the royal family and of the nobility, youths without blemish, of good appearance and skillful in all wisdom, endowed with knowledge, understanding learning, and competent to stand in the king's palace, and to teach them the literature and language of the Chaldeans (Daniel 1:3-4).

#### Becoming Oriented

In Bible times, the Tabernacle and the Temple faced East (Exodus 27:13; 38:13). The altar was set up east of the building. Then, in the Christian era, after Roman persecution had ended, churches were built with the altar at the east end of the sanctuary. In ancient times, directions began with East. For most of us today, they begin with North.

#### Orient

The word orient comes from the Latin word for the East. To orient means to position something or someone facing east. Now it has come to mean getting one's bearings, to face the right direction (someone confused about where they are is disoriented). It also means to introduce a new employee, student, or group member to the purpose, practices, and expectations of the company, school, or organization.[2] The process is called orientation.[3]

#### Babylonian Orientation

In Daniel 1:3-4, King Nebuchadnezzar wanted the socially elite captives from Jerusalem to be oriented to the culture of Babylon so they could serve in his government. He put Ashpenaz in charge of this orientation, which included training in the Chaldean Academy.

#### Safety Ministry Orientation

In a Church Safety Ministry, new members need orientation to the ministry. This includes recruitment, the application process, and learning the qualifications and responsibilities of being a Safety Team member. The Church Safety and Security Volunteer Academy[1] is the Church Safety Ministry version of basic training.,

#### The Church Safety Team Academy

In the article "Implementation,"[4] the last step in setting up a Church Safety Ministry is training. The Church Safety and Security Volunteer Academy is the first - the basic one - of the Sheepdog Church Security training courses. Its focus is on the Church Safety Team. Its major points are:

#### Applications

#### Qualifications and Restrictions

#### Ethics and Conduct

#### Team Priorities

#### Sample Policies and Procedures

#### Radio Procedures

#### Patrol Procedures

#### Forms and Reporting

The first four points are covered in this article. The last four are addressed in other articles in this series.

#### Application Process

If you have gotten this far, then you have already been recruited or have independently volunteered. There are a number of routes to signing up to be a member of the Church Safety Team:

The applicant knew of the team by hearing about it from others, hearing reports of an incident or the team's activities, or seeing team members on duty, and decided to be a member of the



team.

The applicant saw or heard an announcement asking for Safety Team volunteers.

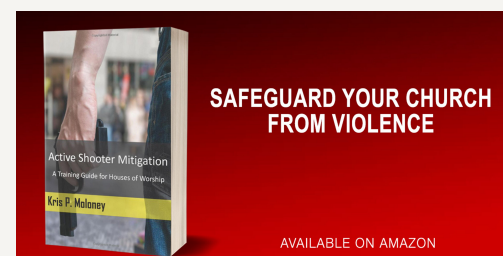
The applicant knows a Safety Team member.

The Safety Director, a team member, or someone on the Safety Committee personally asked the applicant to apply.

#### Apply

Each person signing up to be a member of the Safety Ministry must fill out an application. This includes Safety Committee members, the Safety Director, and Safety Team members. Why the Committee too? First, they set the example. If even those on the Committee have to submit to the application process, then there is no reason for team members to be exempt. Second, by the nature of the Safety Ministry's responsibilities, verification and accountability extend to all involved.

Besides name, social security number, contact information, and address, the application for the Safety Ministry also asks for previous experience and employment, former addresses, previous churches attended (especially those where the applicant had been on staff or volunteered), and educational institutions attended. It also asks about driving and criminal records.



# Orientation Continued...

## Interview

Daniel and his friends were interviewed by the king:

... they were to stand before the king...the chief of the eunuchs brought them in before Nebuchadnezzar (Daniel 1:5,18).

Interviewing the applicant gives the Safety Director and/or the Safety Ministry interview team the opportunity to see and hear the applicant in person. There are standard questions they will ask, as well as questions related to answers on the application. Follow-up questions may arise from the applicant's answers or the interviewer's observation of the applicant's demeanor or way of answering.

Depending on your church's practice or the results of reference and background checks, there may be a second interview.

## Reference Checks

Now these Jews were more noble than those in Thessalonica; they received the word with all eagerness, examining the Scriptures daily to see if these things were so (Acts 17: 11).

This is following up with people and places named in the application. One reason is verification of the applicant's education, employment, prior memberships, marital status, etc.

There are specific questions which can be asked of people contacted in the reference check. For instance, the pastor and persons the applicant worked with in a previous church can tell how he interacted with them and others in the church. Some of the concerns are:

How diligent was the applicant?

How did he or she take instruction and constructive criticism?

Were there relational issues?

Did the applicant keep appropriate boundaries with children, youth, and those of the opposite sex?

How honest was he or she with money and with facts?

How good a listener was he or she?

How well did he or she control anger?

Similar questions and others specific to the place can be asked of employers, schools, neighbors, and people with whom they did business.

The reference check can verify that the applicant is truthful in answering questions on the application. On the other hand, some of the answers may be either not true or not entirely accurate. Sometimes if a detail is not entirely accurate, it may be a mistake or faulty memory, such as one digit in a house number, phone number, or zip code. In that case, ask for documentation or for the applicant to copy the information from his or her own records. By the way, for this reason it is a good idea for the applicant to take the application home and fill it out with the records on hand.

## Background Check

Then Darius the king made a decree, and search was made in Babylonia, in the house of the archives where the documents were stored (Ezra 6:1).

The application for joining the Safety Ministry asks for the applicant's Social Security Number because it is needed for a background check. Along with the application is a separate form asking permission to conduct a background check.

## Why a Background Check?

Background checks have become necessary for church staff and volunteers. One reason more churches are running background checks is liability. According to Smart Church Management (SCM), churches used to have "the benefit of the doubt," but that has changed. Now "attorneys found out that churches were lax in policy and churches became a prime target for litigation." SCM lists three reasons for running background checks on all volunteers:

Protect Church Assets

Protect The Kids

Protect Church Members[5]

## What is a Background Check?

This is mostly a public records search. Sources include the FBI database (as

used for firearm checks), state and local courts, federal courts records, bankruptcy courts, and credit checks. Driving records should also be checked. Whether or not the volunteer will be operating motor vehicles as part of his or her duties, a driving record may reveal issues of concern such as operating a vehicle while impaired (OVI) or frequent moving violations. OVI may show a pattern of substance abuse, especially if repeated. Frequent moving violations could possibly indicate habitual inattention or disregard for the law.

## How to Run a Background Check

Your church may try to run background checks on its own, looking up the applicant in all available databases. Many of the online services allowing a person, company, or institution to search for court records, etc. require paid subscriptions. However, few churches have someone who has not only the expertise to conduct a background check, but also has the time, especially when doing it for a dozen applicants at once. Most churches instead contract the background checks with a service provider. There are several services available online which run background checks for churches with fees starting from \$10 per check

## Qualifications & Restrictions

Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money (1 Timothy 3:2-3).

## Qualifications

Since a Church Safety Team is part of a ministry, its members, including the Safety Director, have to meet the same qualifications the Bible holds for ministers, including overseers, elders, and deacons (1 Timothy 3:1-12; Titus 1:6-9). Here's a summary:

Above reproach

Faithful to his [or her] spouse

Temperate

Self-controlled

Respectable

Hospitable

# Orientation Continued...

Able to teach  
Sober  
Not quarrelsome

To these we add other qualifications, some specific to safety and security work:

A member and/or a regular attendee of the church  
Physically able to complete assigned tasks  
Able to demonstrate good character, honesty, and integrity  
Without disqualifying criminal convictions  
Restrictions  
There are two restrictions and disqualifications for working on the Safety Team, whether from before joining the team or done while on the team:

Committing a crime  
Knowingly providing false information to the church  
Ethics & Conduct  
Ethical behavior is expected of all members of the Church Safety Ministry. This is summarized as "The Six Bs" -

Be modest, honoring others above yourself.  
Be on time and perform all duties completely and correctly.  
Be an example for others.  
Be faithful.  
Be wise.  
Be discrete.

The last point, discretion, includes confidentiality. We, as Safety Team members may be privy to other persons' private matters if it is a safety concern. We also know plans of the safety ministry or of church leadership which should not be public knowledge. Therefore, we need to be discrete, not revealing what we know, nor talking about it where we can be overheard.

Team Priorities  
Everybody has priorities - or should have. Those for Safety Team members are:

Attend church services  
Spend time with families  
Participate in training

Serve during services  
Serve at large events  
These priorities, as well as the points under Ethics & Conduct, are discussed in more detail in the ChurchSafety and Security Volunteer Academy training course.[1]

There Is More  
Other articles in this series are "Setting It Straight" (Policies and Procedures), "Communication" (Radio Use and Reporting), "Making the Rounds" (Patrolling), "Curricula" (More Courses, Refreshers), and "Access Control" (A Key to Security).

Check website for references:  
<https://sheepdogchurchsecurity.net/articles/orientation/>



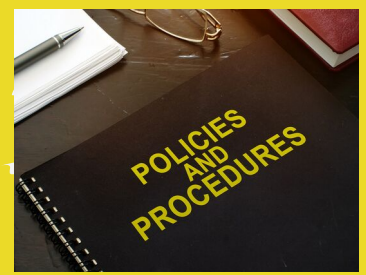
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# Setting It Straight Policies and Procedures

## BASIC TRAINING FOR A CHURCH SAFETY MINISTRY



### In the Bible

But all things should be done decently and in order (1 Corinthians 14:40).

Therefore an overseer must be above reproach ... (1 Timothy 3:2-3).

And if any foreigners visit you or live among you and want to present a special gift as a pleasing aroma to the Lord, they must follow these same procedures (Numbers 15:14 NLT).

Because you did not carry [the Ark] the first time, the Lord our God broke out against us, because we did not seek him according to the rule" (1 Chronicles 15:13)

### Decently and in Order

What the Apostle Paul told the Corinthian church is good advice for any organization or business, namely to do everything "decently and in order" (1 Cor. 14:40). In the context of Paul's admonition, several persons were getting up and speaking, singing, or praying out loud at the same time in their services, and this was causing chaos. The apostle said that they should take turns and limit the number of speakers in one service. In modern terms, he was setting a policy of keeping order in services, and he outlined a procedure for doing this.

In the early church, the administrators were episkopoi (overseers), from which we get our word bishops. At that time, the overseers/bishops of a congregation were the governing board. A larger group of elders (of which the bishops were members) were the spiritual guides of the church, and the deacons took care of practical duties, such as administering relief (charity) for widows, orphans, and invalids, and some were also teachers. In Paul's letters to Timothy and Titus, he specified the qualifications and duties for these offices and others. He also covered church discipline. In a sense we can call these policies and procedures.

The Old Testament books of Exodus, Leviticus, Numbers, and Deuteronomy

have many policies and procedures for the Tabernacle worship and the duties of the priests and Levites (these are in addition to the laws for daily life). The procedures for each sacrifice were the same whether the sacrifice was brought by a citizen or by a foreigner. 1 Chron. 15:13 refers to what happened when they did not follow the procedures for moving the Ark of the Covenant (1 Chron. 13:7-10).

What this means for us is that we, as a Church Safety Ministry, need policies and procedures to conduct our ministry "decently and in order," and we should follow these. In some cases, not following them can lead to public embarrassment, legal issues, or injuries - perhaps even someone's death.

### What Are Policies and Procedures?

Two definitions of "policy" are, according to the Merriam-Webster Dictionary, (1) "prudence or wisdom in the management of affairs" and (3) "a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions." [2] In other words, a policy specifies what we will do and generally how it is to be done. When a member or the team decides what to do, it follows the policy.

According to Merriam-Webster, a procedure is, (1) "a particular way of accomplishing something or of acting," (2) "a step in a procedure," or (3) "a series of steps followed in a regular definite order." [3]

Procedures specify how we do what the policy says to do. It's the distinction between putting "Cake" on the menu and the recipe we use to bake the cake.

Sample Policies and Procedures  
The Church Safety and Security Volunteer Academy has a section on Sample Policies and Procedures. This is to give you an idea of what can or should

be covered by Safety Ministry policies and well-thought-out procedures to carry out those policies. Your church's Safety Committee should write the policies to fit the local congregation, considering factors such as size, financial ability, the church's traditions, mission, beliefs, and denominational practices and policies. The samples provided in the Scholarly Article for this course are:

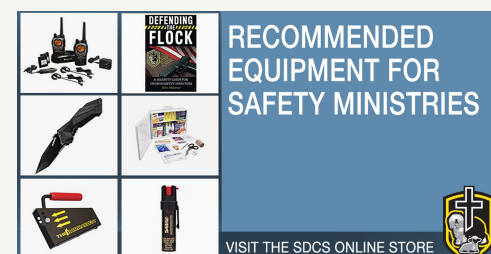
Identifying Personnel  
Supporting Ministry  
Staffing  
Volunteer Schedule  
Communication  
Safes  
Cash/Offering Security  
Robbery  
Bomb Threats  
Suspicious Package Threats  
Incident Reports

### Identifying Personnel

This policy states how Safety Team members should be visually identified by church members, staff, and guests. The means given in the sample are (1) the type of clothing, including embroidered logo and lettering, and (2) an ID card with a clip-on or pin-on holder. The details will differ according to the acceptable clothing expectations of your congregation, whether more formal, in the middle, or more informal.

### Supporting Ministry

The principle of this policy is that the Safety Ministry is to serve the other ministries in the church. This should be expected, since the church as a whole is a body (1 Cor. 12:12-31).



# Setting it Straight Continued...

First, Safety Team members should introduce themselves to the pastor(s), staff, and volunteers in the congregation. This builds trust and confidence as they know and work with each other.

Second, the safety ministry is there to support, not to take center stage. Do not disturb their services, meetings, or activities.

Third, be mindful of their concerns, and be helpful. This means fixing minor issues if asked, such as sweeping snow off the walkway and salting the ice. It could also mean helping a nursery attendant understand how to check the infants in and out of the nursery.

## Staffing

This concerns the scheduling and assignments of Safety Team members, including how many are needed for services and events. An example would be two in the sanctuary, one in the foyer, one in the parking lot, and one in the Children's Department during the 10:30 AM service, who accompanies the ushers to the office after the offering, and where team members go at the end of the service for the next half hour.

## Volunteer Schedule

This policy outlines the responsibility of Safety Team members to be there, be ready, and be on time when scheduled to work. It also addresses what to do if there is a conflict of schedule and you cannot be there,

## Communication

The policies on communication include carrying and using the two-way radio and communicating with other team members, with church staff and volunteers, and during emergencies.

More on this is in the article "Communication - Radio Use and Reporting."

## Safes

This is one of the safe cash policies. These are part of access control, covered in another article. The policy specifies having a secure safe. The combination can be changed when needed (or on a regular basis). Access to the safe is restricted, and it is not to be opened unless two or more persons are

present.

## Cash/Offering Security

This is also covered in "Access Control." Safeguards are needed for cash (especially the offering) and the church's funds and accounts to protect them from both pilfering and embezzlement. This also includes precautions when making bank deposits.

## Robbery

The policy and procedures here are about (1) preventing robbery or making it less likely, (2) how to respond during a robbery, and (3) reporting a robbery and following up (including reviewing the policy and procedures).

## Bomb Threats

If the church receives a bomb threat, whether written, by phone, or electronically, how should you respond? What measures do you take? How about other threats, such as arson, poisoning, or an armed attack?

## Suspicious Package Threats

What if you received a suspicious package or letter? This is not an everyday occurrence - at least not now - so the procedures should be written and placed where anyone in the office can immediately find and consult them.

## Incident Reports

The Safety Team should have a policy about reporting incidents. The Safety Academy says, "Any time that the security team is involved in any non-routine action, an incident report should be thoroughly completed." Report forms should be kept on hand. More on this is in another article.

## Other Policies

The Safety Committee may formulate, adopt, and implement other policies as needed. The committee may originate some procedures, but these are usually the responsibility of the Safety Director.

If the Church Safety Ministry is fairly new, it may have only a few programs in place, such as Fire Safety and Child Protection. When a new program is put in place, it needs program-specific policies. For example, in the case of

Medical Response, the policies selected depend on whether or not there is a Medical Response Team. Policies for Severe Weather and Natural Disasters depend on which natural hazards are more likely for your local area and the setting of the church.

## Conclusion

It is important for members of the Church Safety Ministry to understand what policies and procedures are and why they are needed. The success of the Safety Team depends on conducting business "decently and in order."

## There Is More

Other articles in the series on the Church Safety and Security Volunteer Academy are "Orientation" (Starting Right), "Setting It Straight" (Policies and Procedures), "Communication" (Radio Use and Reporting), "Making the Rounds" (Patrolling), "Curricula" (More Courses, Refreshers), and "Access Control" (A Key to Security).

Check website for references:

<https://sheepdogchurchsecurity.net/articles/setting-it-straight/>



# Communication Radio Use and Reporting

BASIC TRAINING FOR A CHURCH SAFETY MINISTRY



In the Bible

Then one who had escaped came and told Abram the Hebrew, who was living by the oaks of Mamre the Amorite, brother of Eshcol and of Aner. These were allies of Abram (Genesis 14:13 ESV).

“Bring also these ten cuts of cheese to the commander of their thousand, and look into the welfare of your brothers, and bring back news of them” (1 Samuel 17:18 NASB).

The watchman saw another man running. And the watchman/u> called to the gate and said, “See, another man running alone!” (2 Samuel 18:26 ESV). This is an account of David's mighty men ... (1 Chronicles 11:11).

And [Mordecai] wrote in the name of King Ahasuerus and sealed it with the king's signet ring. Then he sent the letters by mounted couriers riding on swift horses that were used in the king's service, bred from the royal stud (Esther 8:10)

And all the acts of his power and might, and the full account of the high honor of Mordecai, to which the king advanced him, are they not written in the Book of the Chronicles of the kings of Media and Persia? (Esther 10:2).

Now the son of Paul's sister heard of their ambush, so he went and entered the barracks and told Paul (Acts 23:16).

Communication - A Key to the Success of a Ministry

The one common element in all the Bible passages quoted above is communication. It was sometimes oral, sometimes written. In the first passage, it was urgent news, which resulted in a successful rescue mission. In the next, Jesse asked David to find out and report to him how his other sons were faring. Other passages have a watchman reporting his sightings, a high official sending commands, written records, and a warning.

Communication has always been an ingredient in all kinds of organizations -

commercial, governmental, military, social, religious - and in relationships. Even enemies communicate with each other, whether it is hostile exchanges, prisoner swaps, or negotiating for peace. Communication may be internal or external.

For a Church Safety Ministry, communication can be in person, by written notes and memos, over two-way radio, and in reports. The "Sample Policies and Procedures" section in the Church Safety and Security Volunteer Academy[1] includes radio use, emergency communications, and reports & forms.

Radio Use

The primary internal communication medium recommendation for a Church Safety Team is two-way radios. While we can communicate with each other face-to-face, this is limited to close proximity. With a two-way radio, we can communicate with anyone in that system within the range of the radios. Modern radios now include encryption. This means that communications are secure. Outsiders using the same channels on the same frequency cannot listen in.

With two-way radios, it is possible to communicate with more than just the team. Fixed radios can be placed in classrooms and the office for inter-department communications. Separate channels can be assigned to other departments, such as the nursery and preschool. One example of use would be calling the nursery to say a non-custodial parent is in the building. Another example is the pre-school care room calling the Safety Team to say that a child is ill and the parents need to be notified.

There are nationally and internationally recognized protocols for using two-way radios, whether ham (amateur), CB (Citizen Band), emergency services (fire, police, ambulance, medics), truck fleets,

or private systems (including church safety ministries).[2][3][4] The radio use procedures in the Church Safety and Security Volunteer Academy are based on these protocols. The intent of these procedures is to promote clarity, order, efficiency, and courtesy.

Use Earphones

Using earphones has two primary advantages. The first is that it keeps messages confidential. Only you know what comes over your radio. The second is that it does not disturb services, classes, and other activities in the church. For instance, if you are in the sanctuary during the sermon and are called to go to the kitchen, you just quietly leave unnoticed.

Check It out, Check It in

The two-way radios belong to the Church Safety Ministry. They are there to be used by the Safety Team when on duty. Therefore, it is important that (1) they are accounted for, and (2) they are available and charged when needed. A Safety Team member reporting for duty is to check out a two-way radio and headset for use during the shift. The Academy says, "Ending your shift ... Turn in Equipment." At the end of the shift the radio is to be checked back in and put on the charger.

Responsibility for the radios also extends to handling them with care and maintaining them. This is stewardship of resources.

Etiquette

Etiquette is, by history and definition, respect and consideration for others.[5]

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# Communication Continued...

Radio procedures define etiquette for using radios. Three points made in the Volunteer Academy are (1) Use radios only for official safety and security communication, (2) Keep transmissions short, and (3) Interrupt transmissions only in an emergency.

Use radios only for official safety and security communication  
Small talk and meaningless chatter may be permissible on CB radios, but not on a Safety/Security Team radio system. That way, if you hear something on the air, it is important enough for you to pay attention. Also, using profanity, playing music, and making inappropriate comments (such as ethnic/racial slurs or jokes) is not acceptable and will result in a reprimand or discipline.

Keep transmissions short  
The reality of two-way radios is that you cannot talk and listen at the same time. When you push the PTT (Push To Talk) button, it becomes a transmitter, and when you let the button up it returns to being a receiver. When what we say is short, we can then hear what others are saying. Also, by keeping your transmission short there is not too much for the other person to remember.

Interrupt transmissions only in an emergency  
To begin with, interrupting what someone is saying is not polite. If everyone keeps transmissions short, then our turn will come soon enough. However, if this is an emergency - and only then - we may interrupt transmissions on the radio. Whoever is listening will hear you immediately. If the person talking keeps their transmission short, they will hear your broadcast in process. Then if you repeat it, they will hear the whole message.

Plain English  
Clear and understandable communication is the goal of radio use. Being cute or clever reduces understanding. In line with keeping transmissions short and understandable, there are standard Plain English phrases which we need to know and use. Here are those listed in the Academy (note how much shorter the phrase is than the

sentence it stands for):

"Go ahead," means, "Send your message."

"Copy," means, "The message was received and understood."

"Say again" means, "Retransmit your message."

(This would be because you were doing something else and the message wasn't heard clearly by you.)

"Stand by" means, "I heard your message but please wait."

"Affirmative" or "Yes" means, "Yes."

"Negative" or "No" means, "No."

"Do you copy?" means, "Do you understand?"

"Unreadable" means you can't understand the person who transmitted the message (i.e. you don't know what was said because the message was garbled due to a technological problem).

"Disregard" means, "Don't pay any attention to the last message."

It's not hard to see how using these phrases make routine transmissions shorter.

To the list we can add "Over" meaning "Message finished," and "Out" meaning, "I'm finished with the conversation." One common CB phrase we don't use in a Church Safety Ministry is "Ten-four." That is from CB Radio's 10-Code, which we don't use.

## Approved Codes

For Church Safety & Security there are seven approved codes to use, six colors representing six situations, plus a request to call emergency services (fire, law, EMT). These are similar to PA codes for retail stores, though not exactly the same. The approved codes are:

Code Red: fire emergency.

Code Blue: medical emergency.

Code Pink: missing or lost child.

Code Orange actively disruptive or combative person.

Code Yellow suspicious person.

Code Green cash or offerings escort.

911 (enhancement code): respond quickly and call local emergency service (law enforcement, fire department, emergency medical response). First give the other code, then add "911," for example, "Code Orange, foyer, 911"

(Disruptive person in foyer, call police), "Code Blue, hallway, 911) (Medical emergency in the corridor, call EMTs), or "Code Red, kitchen, 911" (Fire in the kitchen, call fire department).  
Emergency Communications  
While we use two-way radios for communication within the church, there are some situations where local emergency services need to be contacted. For this reason, each safety team member should have a cell phone. This can be used to call out.

If your mobile phone number is based in an area other than where the church is located, calling 911 may delay contacting the right agency. It is better to enter the emergency phone numbers of local law enforcement, fire department, and EMT service in your phone so you can contact them directly.

If you are the one calling emergency services, there is important information they need to know:

Location. Tell them the name and address of the church. Use the name which is outside on the sign. Give them your phone number and/or the office number of the church (if someone is in there).

Tell them exactly what the situation is generally, such as, "There is an altercation with injuries." Give them the details when they ask for more information, such as whether firearms are involved.

When asked, tell them where the incident is in the church and which entry to use.

Stay on the phone until they dismiss you or they arrive.

Be ready to answer the phone if they call back. Identify yourself.

## Reports & Forms

Documentation is an important form of communication. Two of the quoted Bible passages refer to documentation. In fact, there are several pages of documentation in the Old Testament, such as genealogical records, census results, lists of officials, official accounts of government edicts and military actions, etc.

# Communication Continued...

Documentation has an important role in a Church Safety Ministry. Besides team member enrollment, written policies and procedures, equipment & supply inventories, contact lists, and financial records, these also include incident reports, suspected child mistreatment reports, patrol and inspection logs, follow-up reports, and safe access logs. Other possible logs may include offering handling logs and medical response reports.

## Training Forms

There are a number of reasons why the church should keep these records for a period of time. Documentation is needed for investigation of incidents by the Safety Committee and Director, by the church's leadership, by law enforcement, and in case of a claim, by the insurance provider.

Incident reports can be used in evaluation of Safety Team responses. This can lead to evaluation of policies and procedures and how they are carried out. Hopefully, this will lead to needed improvements and training.

Documentation is needed if an injury claim is made against the church or the church is sued. This includes both incident reports, patrol logs, and inspection reports.

## Incident Reports

Whenever the Safety Team is involved in actions which are not routine, an incident report must be completed and turned in to the Safety Director or the Safety Team Leader. It should be filled out before the team member leaves and turned in as soon as possible. Blank report forms should always be available, thus the Safety Director needs to be sure there are enough on hand.

The Incident Report form has blanks for the date, time, and location of the incident. There are boxes to check for the type of incident and spaces for the persons involved, a description of the incident, what emergency services (if any) were called, and information about the Safety Team member(s) involved.

## Safe Access Log

Keep the safe safe by controlling access to it. The Safe Access Log records (1) who is authorized to open the safe, (2) when it is opened, (3) who opens it, and (4) who the observers/witnesses are each time it is opened.

## Patrol Log

A Patrol Log records the times when Safety Team Members patrol the premises. This may include the extent of the patrol, such as inside or outside the main building. There should be space for brief notes by the patroller.

## Suspected Child Mistreatment Log

This is the report we hope to never have to fill out. However, child mistreatment does happen, even in churches and to children who attend church. All states have some form of required reporting of child abuse, whether physical, sexual, emotional, or neglect. Mandated reporters include any staff person or volunteer who observes or reasonably suspects abuse/mistreatment of a minor or vulnerable adult. Keep these forms on hand and check your state's laws regarding reporting of child abuse. Even if churches are partially exempt in your state, diligently following policies and procedures and reporting abuse not only protects the church from criminal charges, but also reduces the chance of lawsuits and provides a defense.

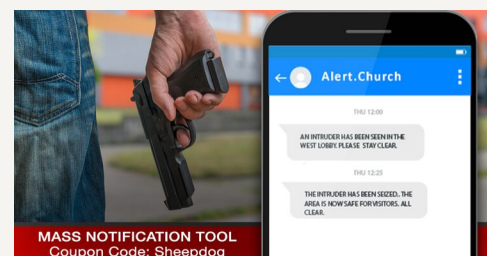
## Available Forms

Some reproducible forms are included in the Training Bundle of the Church Safety & Security Volunteer Academy.[1]

## There Is More

Other articles in this series are "Orientation" (Starting Right), "Setting It Straight" (Policies and Procedures), "Making the Rounds" (Patrolling), "Curricula" (More Courses, Refreshers), and "Access Control" (A Key to Security).

Check the website for references:  
<https://sheepdogchurchsecurity.net/articles/communication/>



# Making the Rounds Patrolling

## BASIC TRAINING FOR A CHURCH SAFETY MINISTRY



### In the Bible

But the Levites shall camp around the tabernacle of the testimony, so that there may be no wrath on the congregation of the people of Israel. And the Levites shall keep guard over the tabernacle of the testimony (Numbers 1:53 ESV).

I went out by night by the Valley Gate ... and I inspected the walls of Jerusalem that were broken down and its gates that had been destroyed by fire (Nehemiah 1:13).

The watchmen found me as they went about in the city ... (Song of Solomon 3:3)

Run to and fro through the streets of Jerusalem, look and take note! ... (Jeremiah 5:1).

### Biblical examples

If you search for "patrol" in your Bible, you might not find it. Very few English translations use that word. However, a few do. Look for it in The Message (an interpretive paraphrase). When you find it, check those passages in your own Bible translation. In the passages above the English Standard Version has "went about" (Song 3:3) and "run to and fro" (Jer. 5:1).

### Levites and the Tabernacle

When the Tabernacle was constructed at Mount Sinai, thousands of Levites were assigned to set it up, take it down, move it, and guard it. Though not specifically stated, they were expected to patrol the area around the Tabernacle in camp and on the road. Centuries later, after the Temple was built, Levites were its guards (2 Kings 12:4-12), who not only stood watch, but patrolled the Temple grounds.

### Nehemiah and the Walls

As the new Governor of Judah, Nehemiah made a nighttime inspection tour of Jerusalem's walls. Today, guards on patrol check out the condition of the premises on their way around.

### Solomon's Fiancé Found by the City

### Patrol

In the Song of Solomon, a quote makes a reference to watchmen on patrol. This remark by the king's fiancé reveals that soldiers guarding Jerusalem regularly patrolled the streets. We may find someone who is lost or needs other help while on patrol.

### Searching for the Just Man

Jeremiah was ordered by God to patrol Jerusalem's streets, taking note of what he saw, looking for a just and truthful person. When on patrol, we observe other people, noting their facial expressions, body language, and actions..

### Why Patrol?

How much of the church building can you see from just one position? How many safety team members would it take to see the entire place? If you were an intruder and knew where the security people were, where would you try to get in? Where they couldn't see you, of course. Frankly, even many well-placed cameras will not show everything.

### Advantages of Patrolling

The primary advantage of patrolling is that it lets you see the entire perimeter outside, and all the halls, rooms, and corners inside. Another advantage is the benefit of surprise. If the church premises are patrolled regularly, an intruder risks being discovered. A third advantage is that problems with the facilities can be found, reported, and fixed. Finally the act of patrolling keeps the watchers alert.

Historically, crimes have been prevented or interrupted by watchers on patrol.

Crimes have been solved with evidence found by a patroller. Military patrols have alerted armies and stopped invasions. Maintenance has benefitted from observations made while on patrol. Fires have been prevented or stopped by those on patrol. There are even heart-warming stories [other than those on

Hallmark] of lonely, lost, or depressed persons found and helped by a guard on patrol. In several ways, patrolling is a service.

### Patrolling is Situational Awareness in Motion

I assume all of us know that a patrol is not a leisurely walk. Neither is it just exercise, nor is it a race. A patrol is a walk or drive with purpose; it is situational awareness in motion.

Situational awareness is being aware of your surroundings. Note what and who is there and where they are. Over time, note changes, such as situations developing. It is called "Think 540°" in the PowerPoint Presentation for the Sheepdog Church Security Training Bundle "Church Safety and Security Volunteer Academy." [2]

### 540 Degrees diagram

Let's go on patrol and see how situational awareness works there:

John Franklin and Ben Jones are on the pre-services crew for the Eyes & Ears Team at Ballwood Community Church. John says, "It's time to make the rounds."

"Be careful," Ben responds, "You never know what you'll find."

"I will."

As John steps out the door, he notices that it seems to catch a little before opening. He takes out his pad and jots a line.

Looking around, he notices an SUV and a sedan entering the parking lot. Elder Martin has the sedan, and the worship leader drives the SUV. "Right on time," he thinks. "Those two you can always count on."

Turning left, he follows the concrete walkway to the corner. The flower bed between the walk and the building is neat and clean. The windows are all closed, none cracked or broken. No missing bricks. Wait - there's something by the corner. A sigh: it's just a candy

# Making the Rounds Continued...

wrapper blown here by the wind. John pockets it to throw away.

The walkway rounds the corner. Twenty feet down is the side door. John tests it. Good! It's locked. His eyes run over the door looking for signs of an attempted break-in. It's OK.

The walkway has ended, and as John walks through the grass, he continues checking the surroundings and the building.

In the back, John notices something that doesn't seem to be right, and takes a closer look. A stake is in the ground next to the building with a broken copper cable attached. Looking up, he sees the rest of the cable hanging down from where eaves meet at a roof valley.

Stepping back for a wider view, he sees that it comes from the lightning rod. He pushes the Talk button on the radio.

"Ben. This is John. Outside in the back. Broken ground cable from lightning rod. Do you read? Over."

"I read. Will call Brad Smith [Maintenance Manager]."

"What's the weather forecast?"

"Probable thunderstorms tonight."

"Tell that to Brad. It needs to be fixed before then."

That afternoon, Stevenson's Electric makes an emergency visit to replace the lightning rod cable. There is a strong electrical storm that night with many lightning strikes - one hits the church's lightning rod.

What do we learn from this scenario?

You never know what you'll find on a patrol. No matter how routine they get, there's always the chance that something needs attention. So be there. Be alert. Be aware. Be ready to respond.

## Patrol Procedures

The Church Safety and Security Volunteer Academy has a section on Patrol Procedures. Under it are three subsections: Reporting for Duty, Patrolling Campus, and Responding.

## Reporting for Duty

As Safety Team members, we report for duty at the beginning of the shift and check out a two-way radio. When we go on patrol we tell the team. That way, they know where we are. Also, we let them know when our patrol is ended. We may make notes of things that need to be

remembered. If it needs immediate attention and is very important, we call on the radio.

## Patrolling Campus

When patrolling inside the church building, check all hallways, rooms, corners, and closets. This may seem like a lot at first, but as you do it more times, you become more efficient.

Notice fire extinguishers. If one looks as though it has been moved, it may have been tampered with or used. Check it. Watch out for objects blocking evacuation routes and doors. Be aware of tripping and slipping hazards.

Look out for fire hazards.

Check places where people may hide, such as in closets or behind large furniture. Do not disturb classes or meetings which are in session, but check all empty rooms. Check the restrooms.

Notice whether the Exit lights are on.

Check all outside doors you pass to see whether they are locked and not propped open.

Outside, check the parking lot and the building's exterior. This is usually looking about as you are walking around the building and going by or through the parking lot. You should not be very long out there. Go out several times, but not on a rigid schedule. If someone is looking for an opportunity to do something unnoticed, such as vandalism or theft from vehicles, deter it by keeping them uncertain of when you'll show up. If you double back, you may surprise an intruder who was waiting for you to pass by.

When you are outside, there are several other things to consider:

Does the playground equipment look safe (e.g. is any equipment broken or are there nails sticking out)?

Are the lights working?

Are there any signs of vandalism?

Are there any potential burglary tools

(such as cinder blocks) lying around outside the building that could be picked up and thrown through a window?

Is there anything inviting arson, like loose trash or an overflowing trash can?

## Responding

You have your radio. If a safety or

security issue is called out over the radio and you are aware of it, respond to it.

Definitely respond if you are specifically called. This includes calling 911. Assist first responders. If you are outside, you may have to take them inside and show them where to go.

## Patrol Log

When you start the shift, check the Patrol Log. Check it again before going on your first patrol. There may be something to watch for. If there was anything worth noting related to safety and security, anyone or anything you observed that seemed unusual or out of the ordinary,

enter it into the patrol log. It may be something that does not call for an Incident Report, but you or the other team members might need to know it later on.

## For New Members

When there are new Safety Team members, part of their orientation should be taking them on a few patrols both inside and outside. Point out specific areas to watch. Ask them what they see as you go.

## Conclusion

For thousands of years, those responsible for security and safety have been patrolling - moving around, alert for signs of danger, and purposefully inspecting defenses and seeking evidence. Even with modern means of surveillance, patrolling is just as important today as it was then.

## There Is More

This series on the Church Safety and Security Volunteer Academy has six articles. The others are "Orientation" (Starting Right), "Setting It Straight" (Policies and Procedures), "Communication" (Radio Use and Reporting), "Curricula" (More Courses, Refreshers), and "Access Control" (A Key to Security).

Check the website for references: <https://sheepdogchurchsecurity.net/articles/making-the-rounds-patrolling/>

# Access Control Door Control Pad

## BASIC TRAINING FOR A CHURCH SAFETY MINISTRY



### In the Bible

Do not lay up for yourselves treasures on earth, where moth and rust destroy and where thieves break in and steal ... (Matthew 6:19-20).

If a thief is found breaking in and is struck so that he dies, there shall be no bloodguilt for him (Exodus 22:2).

The thief comes only to steal and kill and destroy ... (John 10:10).

But know this, that if the master of the house had known in what part of the night the thief was coming, he would have stayed awake and would not have let his house be broken into (Matthew 24:43).

But Judas Iscariot, one of his disciples ... was a thief, and having charge of the moneybag he used to help himself to what was put into it (John 12:4-6).

### In the News

Various kinds of thefts in churches are reported in the news:

#### Burglary

Worcester, Massachusetts - In 2016 a burglar caught inside a church had spent time in prison for another church burglary 4½ years earlier.[2]

Kansas City - A church burglar stole toys intended for the children of prisoners. He was recorded by security cameras.[3]

Los Angeles, California - Thieves hid in a church until everyone else had left. Then they stole several valuable items. Police asked for information regarding the theft. They were reviewing surveillance footage from neighboring businesses.[4]

#### Embezzlement

Centre County, Pennsylvania - The former treasurer of a church in Centre County was convicted of embezzlement. He had stolen hundreds of thousands of dollars from the church.[5]

Houston, Texas - A former member of the pastoral staff of a large Houston church confessed to embezzling over

\$800,000, much of it through the use of a church credit card.[6]

Cushing, Oklahoma - A church employee who purchased church supplies also used church money to supply herself.[7]

#### Robbery

Columbia, South Carolina - A parishioner was shot and wounded during an attempted robbery in a church early on a Sunday morning. Fortunately, it was before families with children had arrived. [8]

#### Petty Theft

Rock Hill, South Carolina - While investigating money missing from collections, police placed a camera in the room with the church's safe. A man was recorded opening the safe, opening money bags, taking out a handful of money, and putting it into his pockets. The amount was \$83. The thief was a former banker who had previously misused bank funds.[9]

#### Controlling Access to Assets

When Jesus told us to not hoard possessions and money for ourselves "where thieves break in and steal" (Matt. 6:19-20), he was not telling us to have nothing, but to manage what we get and have for God's purposes. In other words, we are to be stewards (trustees and property managers) for God. This means that we are to use our assets (including the church's assets) carefully and wisely. Wise use of resources includes accountability and protection. The Church Safety and Security Volunteer Academy[1] covers procedures for safes, cash/offering security, and robbery. Also, a Church Security Assessment[10] checks doors and windows to see if they are secure. Additionally, the SDCS training course, Active Shooter Neutralization and Lock Down Drills[11] recommends keeping all but the main as entry exit only.

#### Accountability

In 2 Kings 12 and 2 Chronicles 24, King .

Joash and the High Priest Jehoiada held the Levites accountable for how the money was used for repairing the Temple. Then in 2 Corinthians 8:19-21, Paul describes measures that were taken "so that no one should blame us about this generous gift that is being administered by us" (2 Cor. 8:20). Accountability helps keep us honorable. In the New Testament, Paul and Peter stress being honorable in all we do (Rom. 12:17; 2 Cor. 8:21; 1 Pet. 2:12). Honesty is an integral part of being honorable. In this sense, accountability is to keep everyone honest, but if they are not, it leads to discovery.

We see accountability as the purpose of procedures for access to the safe, to records and financial accounts, to authorized purchasing, and to the collection, carrying, and counting of money. Although the procedures differ for each of the categories covered here, they all have the same goal of accountability. The differences pertain to the special situations of each category.

#### Safe Access

The first procedural rule for access to the church safe is, "Only so many." Limit the number of persons with the combination to the safe to only a few who must have access. This reduces the opportunities for getting in. It also narrows the number of suspects if the safe has been opened other than for church business. A corollary rule is change the combination periodically, especially when someone leaves the access list.

An additional precaution is to have a drop slot for the safe so that money can be put in without opening it.

The next rule is, "No one alone." Two or more persons must be present every time the safe is opened. Period. This is both a deterrent and a personal protection. For one thing, a thief does not want witnesses to the crime. On the other hand, this guards against false accusations.

A third rule is, "Log it." Maintain a Safe Access Log (a copy of the form is in the

# Access Control Continued...

Church Safety and Security Volunteer Academy Training Materials.[1] With the log have a list of authorized users of the safe. Then log the date and time for each opening of the safe along with the name of the person opening it.

## Cash/Offering Security

Cash is a temptation for thievery, since (except for recorded serial numbers) it is untraceable. Three main sources of cash in the church are offerings, foyer café counters, and petty cash funds, especially the offerings. In each case, the money should be handled carefully. When the offering is taken, the Safety Team member(s) in the sanctuary watch the plates being passed around. People have been seen taking money out of the plate instead of putting it in. If this is observed, there are discrete ways of handling the situation. At least, it goes into an Incident Report.

At the end of the offering, at least two people take the contributions to the counting room with a Safety Team member present. The team member witnesses the counting of the money and checks, its insertion into the bank bag, and its placement into the safe (preferably through a drop slot). Each time an offering is taken, record the names of the counters and the Safety Team member. The money is to be taken to the bank for deposit in a locked bank bag.

## Accounts

The worst cases of embezzlement in churches involve accounts rather than cash. Embezzlers are trusted persons who violate their trust out of desperation or greed. The schemes for redirecting funds range from simple (such as writing checks to oneself or a stand-in) to highly elaborate and sophisticated (as in the case of the Houston pastor).

Accountability for accounts has to be well planned and diligently carried out. The first rule of accountability is division of access (akin to the division of powers in the Constitution). More than one person has access to each church account, the primary person (user) and the second person (monitor). Many businesses and institutions have two-signature bank accounts where two people need to sign the checks. If possible, have different people

responsible for different accounts. Embezzlers often use transfers of funds from one account to another to cover their tracks.

The user and the monitor should not be from the same family, especially not husband and wife.

The monitor should regularly check the records for the accounts and not be afraid to ask questions.

Other members of the church leadership (pastors, elders, deacons, trustees, etc.) should be advised of apparent irregularities in the accounts.

All accounts should be professionally audited annually.

Vulnerable accounts also include the procurement of supplies for church ministry programs. The case in Cushing, Oklahoma (cited above) involved a church staff member buying for herself using church funds for purchasing supplies. Checking and verifying receipts should be done regularly.

## Protection

The Mosaic Law allowed a person to protect his home against a thief breaking in (Ex. 22:2). In Matthew 24:43, Jesus uses the image of a strong man preventing a thief from coming in. Likewise, we need to do what is reasonable to deter and prevent thievery in the church. Besides embezzlement, other forms of stealing are burglary, robbery, vehicle theft, and petty theft.

## Burglary

In a Full Church Safety Assessment, the facility should be inspected for vulnerability to unauthorized intrusion (aka breaking and entering (B&E)), such as for burglary, as well as for vandalism and arson. Actually, the three crimes are often part of the same incident, so it is wise to treat them together. Also, we want to stop or delay armed attackers if we can.

The first line of defense against B&E is secure windows and doors. Added to this is securing alternative routes of entry, such as vents and service access.

Windows and doors should have secure frames. These are not easily pulled away from the openings, but anchored to adjoining studs. The glazing should be shatterproof so that a single blow does not create a big hole. For fire safety, all windows and doors should be opened

from the inside. Locks and latches should not be easily broken from outside. All windows and doors should be locked when the rooms are not in use. This is especially true for the offices. Only doors manned by Safety Team members should be opened from the outside. If not watched, they should be opened only from the inside (Exit Only). Teach team members, staff, volunteers, and congregants to not prop the doors open, especially if they will be left unattended.

## Robbery

The above news story about the attempted church robbery happened not long before this article was written. In this case, it happened inside the church. Here it is important to have someone in the foyer during a meeting or service, and to lock the main entrance after the meeting has begun. However, many more robberies happen outside on church property or on adjoining sidewalks and streets.

Since robbery outside is hard to prevent, the response is very important. The first consideration is safety, so do not put church members or visitors at risk. Whether the robbery is inside or outside:

Write down a complete description of the robber(s).

Call police immediately.

Do not use physical force - this is for safety. People are worth more than money.

Fill out an incident report.

## Vehicle Theft

Several vehicles left unattended in a church parking lot is a temptation some thieves can't resist. If everyone is inside and no one is outside, thieves can go down a line of parked cars and SUVs pulling on door handles and grabbing contents if they are unlocked. In some places, thieves even steal parts or steal the vehicle itself.

In this case, access control is an individual responsibility. Teach the congregation to lock their vehicles before going in and to not leave packages and valuables in view.

A safety team member going through the parking lot at unpredictable times may be a deterrent. If some times that member comes in, then that one or another goes

# Access Control Continued...

ight out, it keeps would-be thieves on guard or catches them off guard. If you see one, call 911 right away.

## Petty Theft

Petty theft could be picking money out of the offering plate or from an honor cup at a refreshment counter. It could also be picking the pockets of coats on a rack or picking up loose valuables (especially purses, cameras, and mobile phones). Rarely is it getting into the safe (as in the news story), since a combination is needed for that (we hope you do not leave the safe open).

How can we control access against petty theft? We can have members of the pastoral team, the Safety Team, and the Worship Team or Choir leave their coats and valuables in a room which is locked during the service. Have the Sunday School teachers put theirs in lockers. Some large churches have attended coat check-ins during the Winter, which means a thief can't rifle pockets on an open coat rack. As to loose valuables, remind people to not leave anything lying around unattended.

## Other Access Threats

Thievery in its various forms is not the only threat to the safety and security of the church and the flock which can be mitigated by controlling access.

## Child Protection

Access control is one of the measures for protecting children from sexual predators and non-custodial parents.[12] This includes restricted access to the child care areas and check-in/check-out procedures for the nursery and the preschool class. Also, one internal access measure is having two or more adults present with the children.

## Attackers

Attackers may be armed or unarmed. If they are spotted outside approaching the church, lock the doors. Now! Even a well-armed attacker can be delayed by a well-built door system which is locked. This includes glass which is safety-coated to prevent shattering to leave a large hole with a few shots or blows. That way people inside have time to lockdown or evacuate.

## Monitoring Access

Clear lines of sight and cameras enable a Safety Team to monitor avenues of access to the church, both from outside and within the building. This works even better if all office, classroom, and meeting room doors are locked when there are no activities. In one of the news stories above, someone monitoring security cameras on a mobile device spotted a burglar and called the police, who found the suspect inside the church (somehow he had gotten keys).

## There Is More

Other articles in this series on the Church Safety and Security Volunteer Academy are "Orientation" (Starting Right), "Setting It Straight" (Policies and Procedures), "Communication" (Radio Use and Reporting), "Curricula" (More Courses, Refreshers), and "Making the Rounds (Patrolling).

Check the website for references:  
<https://sheepdogchurchsecurity.net/articles/access-control/>





# CHURCH SECURITY ROLL PODCAST

Weekly Tips and Encouragement for Church Security Teams based on the research and experience of Kris Moloney and the Sheepdog Church Security Team. Hosted by Ron Neeley and Kris Moloney



## ***Orientation: Starting Right***

In a Church Safety Ministry, new members need orientation to the ministry. This includes recruitment, the application process, and learning the qualifications and responsibilities of being a Safety Team member.

[CLICK HERE TO LISTEN](#)



## ***Setting It Straight: Policies and Procedures***

As a Church Safety Ministry, need policies and procedures to conduct our ministry “decently and in order,” and we should follow these. In some cases, not following them can lead to public embarrassment, legal issues, or injuries – perhaps even someone’s death.

[CLICK HERE TO LISTEN](#)



## ***Communication: Radio Use and Reporting***

Communication has always been an ingredient in all kinds of organizations – commercial, governmental, military, social, religious – and in relationships. For a Church Safety Ministry, communication can be in person, by written notes and memos, over two-way radio, and in reports. How does your team communicate?

[CLICK HERE TO LISTEN](#)



## ***Making the Rounds: Patrolling***

How much of the church building can you see from just one position? How many safety team members would it take to see the entire place? For thousands of years, those responsible for security and safety have been patrolling – moving around, alert for signs of danger, and purposefully inspecting defenses and seeking evidence. Even with modern means of surveillance, patrolling is just as important today as it was then.

[CLICK HERE TO LISTEN](#)



## ***Access Control: Door Control Pad***

We are to be stewards (trustees and property managers) for God. This means that we are to use our assets (including the church’s assets) carefully and wisely. Wise use of resources includes accountability and protection.

[CLICK HERE TO LISTEN](#)

# MAIL CALL

Messages from  
Sheepdogs across the  
country

## MARK P.

Just finished the online class today offered by Sheepdog Church Security . All seven courses are very informative and now I know how to respond to each one of these incidents that my occur in my local church . Much thanks to Sheepdog Church Security and their willingness to help churches establish a safety plan . Thanks

## DALE B.

I find the info helpful and up to date. Recommend anyone who is looking at safety, either at their church or workplace to spend the time and go over the vast material that is at our finger tips. Thanks Sheepdog Church Security for all you do.



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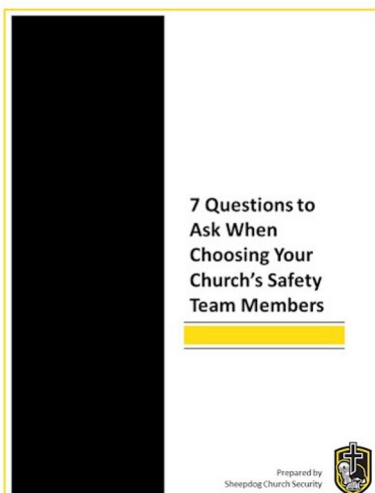
7 Questions to Ask When Choosing Your Church's Safety Team Members

The Safety Team's job will be to keep the church, its people, and its property safe. And because it has this very special job, it needs to have very special people on board. There should be an application and a complete review process for anyone who wants to be a Safety Team member. And, when you interview prospects for the Safety Team, you should look for certain things. Here are seven questions to help you decide if someone is right for your church's Safety Team.

Protect God's People with Our Church Safety Resource  
[Free Download]

To Get this Resource, Click the Picture (Link) and enter your Email Address. You will receive an email with a Download Button. Click the Button in the Email to Download the Safety Ministry Resource. (The Download is in PDF format.)

*Kris*



7 Questions to Ask When Choosing Your Church's Safety Team Members

Prepared by  
Sheepdog Church Security

# SHEEPDOG'S MONTHLY GUEST ARTICLE

## EQUIPMENT FOR CHURCH MEDICAL TEAMS

*BY TERRY BERRINGER, CRRN*

We have been going through a few steps on forming, recruiting, training, and operating a church medical team. In a prior article we have talked about how to get a medical ministry going within your safety team. Last time we talked about how they should prepare and respond.

This month we'll talk about the nuts and bolts of the operation. So let's talk equipment...

Since everyone on the medical response team is CPR certified (as well as all the other safety team members, children's ministry team members, the maintenance staff, church leadership, etc.)...we need an AED. This will most likely be one of the most expensive pieces of gear the team will need. AED's need to be checked monthly to make sure that they are properly ready for service. I have done numerous risk assessments in churches. I cannot tell you how many times people tell me that they are ready for anything and that everything is up to date. Then I check the AED, only to find that it is either out of date or failed inspection.

AED's also need to either be replaced in whole or have a battery and pad replacement every two to five years. This is because the conduction gel on the pads is only good for a certain length of time. The batteries in an AED update on its own and it automatically does a self-check once a month. If one of these updates/self-checks do not complete or are not successful, the AED will be out of service and will notify you on the machine with either a red X or a wrench symbol. If the update is successful, there will be a green check mark or an OK on the display screen. A monthly check of the AED is as simple as looking at the machine and checking for those signs. This should be documented on a card or a note attached to the AED or at least in the cabinet. If available, get a cabinet big enough to hold both the AED and the stop the bleed kit and mark them appropriately.

After you have the big stuff that is centrally located in a cabinet out of the way, then you can look into the portable stuff...

Let's start with your jump bag...also called a medic bag, a first in bag, a trauma bag, etc. The jump bag should have enough supplies to cover a small minor catastrophe or at least a major minor incident such as a table crashing in a room full of kids hurting six or eight people. The bag should also carry enough bandages for an active intruder event that may have multiple injuries. It should contain equipment for both medical emergencies as well as trauma supplies.

Set up for the bag can be in order of use. The main compartment will house things like gloves and

# GUEST ARTICLE CONTINUED...

vital signs equipment. Emergency airway supplies, dressing and bandage supplies including tourniquets, Israeli bandages, celox or some type of clot forming material. There also needs to be a couple of bottles of saline to wash out wounds prior to dressing them. A side pocket of the bag should contain a clip board to hold paperwork to document the incidents as well as what supplies were used. This documentation is also used for legal/insurance reasons as well as for being responsible to the leadership and to be good stewards to what has been given to you. There should also be triage tags in the case of mass casualty incidents along with vests designating who you are in case of any large-scale event. (We will get into documentation and large-scale events more in other articles) Another pocket could contain ice packs, a valued commodity for church medical teams.

Along with the big bag for big stuff it will be to your advantage to keep a small bag that I like to refer to as a “Boo-Boo box”. This box contains all things needed to care for minor incidents such as cuts, scrapes, splinters and such.

The last bag would be a respiratory bag containing an oxygen tank, tubing, masks, a pulse oximeter, bag valve mask and a portable suction unit. Even though oxygen is an FDA regulated drug, the use of it can be governed by documented training and having a protocol included as part of your procedure’s manual. (more on policy and procedures manuals in another article)

I would highly recommend some type of vital signs monitor be kept on site. This would not just be for actual calls, but for the purpose of checking blood pressures when people ask for this service. Once your team is established, they will definitely be asked on many occasions to do just that. Having a designated scheduled time that people can come by to have their blood pressure checked is just another great service that the medical team can provide. We will share more interesting service ideas in a future article.

This is just some of the equipment that any medical team should have. Each church team needs to decide what equipment they need in the particular area they are located and what is located around them. This equipment will help provide care to visitors to your house of worship, be they strangers, neighbors, friends or even family.

# CERTIFIED ONSITE INSTRUCTORS

***We are excited to announce that we have launched our Certified Sheepdog Instructor program! I can't tell you how many times, I have been asked about onsite instructors from both churches looking for training and from instructors wanting to use our materials. Right now, we have two fully qualified instructors that can train your volunteers to serve on a Safety Team. AND, get them to the point of certification.***



MAINE

## MICHAEL MERCER

Michael Mercer is a retired police officer with over thirty years of crime-prevention experience. He is a nationally certified chemical agent specialist, an expert witness, and a national practitioner in crime prevention through environmental design (CPTED.) He is also a US Navy Veteran and the Past President of the Maine Association of Police, Retired. He is the Founder of Michael Mercer Consulting L.L.C. and specializes in House of Worship safety, security, and emergency operations.

Website: <https://michaelmercerconsulting.com>



MINNESOTA

## BRIAN STOLT

My name is Brian Stolt. I am a certified NRA Basic Pistol Instructor, NRA Range Safety Officer and a MN DNR Hunter Safety Instructor. Prior to being a Firearms Instructor, I was a Police Officer for 18 years, with 14 of those years as a K-9 Officer. After I retired from policing, I began work as a firearms instructor where my experience and skills are used to help train others in the real world use of firearms and personal defense. I am currently working as an Account Manager for a private security company.

Website: <https://stolttacticaldefense.com/>



NEW JERSEY

## MICHAEL & DESERÉE KENNEY

My name is Michael A. Kenney, the founder of The Kenney Protective Agency LLC, providing private security services in NJ. I have over 35 years experience in professional law enforcement and private security management. My wife Deserée is our Security Manager and Training Coordinator who has over 10 years experience supervising adult offenders and parolees in a community corrections setting. I am a NJ State Police Certified Security Officer Instructor, and we are both Certified Instructors for the SABRE Civilian Safety Awareness & College Safety Training Programs. We also specialize in Private Security and Safety Team Training for Houses of Worship.

<https://www.kenneyprotectiveagency.com/>

# SEMINARS AND CONFERENCES

## CHURCH SAFETY AND SECURITY EVENTS



## SHEEPDOG SEMINARS

MARYSVILLE, KA - OCTOBER 22-23

BISMARCK, ND - OCTOBER 25-26

COLUMBUS, IN - NOVEMBER 9

		<b>RECOMMENDED EQUIPMENT FOR SAFETY MINISTRIES</b>
		
		

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# Place Of Worship

## COMBATING SEXUAL PREDATORS CONFERENCE

**October 12, 2019**  
9:00 AM - 4:30 PM

**Calvary Church - "HUB"**  
4001 Osuna Rd NE  
Albuquerque, NM 87109

## TOPICS COVERED:

### CHURCH SAFETY AND SECURITY MANAGEMENT

**Vince Harrison**, Director of Safety for Calvary Albuquerque Church. Focus: Church safety protocols, selection and retention and church child protection procedures.

### THE PREDATORS MENTALITY

**The Predators Mentality. Todd Patton**, Pastor, former SWAT Operator and Deputy with the Bernalillo County Sheriff's Department. Focus: On the Warrior Mentality we must have to effectively combat the increasing threat of adult and child Predators and why it is a responsibility for all of us not just that of your place of worship

### ACTIVE SHOOTER CHURCH MASSACRES

**Gilbert Baca, Jr.**, United States Department of State Antiterrorism Program worldwide Instructor, reminds us of the pervasive Real Threat of an active shooter that still exists today and what our Response should be! Presentation with interactive exercises.

### PROTECTING OUR CHILDREN: KNOWING THE ENEMY!

**Sgt. Kyle Woods**, Bernalillo County Sheriff's Department.  
Protecting our Children: Knowing the Enemy!

## TO REGISTER:

<https://lamb-protection.eventbrite.com>

## QUESTIONS:

Contact Gil Baca: 505.385.7089  
globalgilbaca@gmail.com

**\$50**

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Our Instructors have delivered training to Places of Worship security/safety teams, ministries, authorities, staff and patrons from all over the United States. These instructors are renowned for their own decades of international and domestic training and acquired expertise in the topics listed. They are the best our nation has to offer, which qualifies them to professionally deliver & conduct realistic, hands-on "Scenario Based" re-enactment training to survive a domestic or transnational terrorist attack against a Places of Worship within the United States. Handsome Certificate of Completion and Class Picture provided.

# SHEEPDOG CORNER

Hi Sheepdog,

Are you aware of your team member's emotional health? Recently, our Medical Response person, Terry Berringer, told me one of his team committed suicide. He was a former cop and struggled with PTSD. Despite the appearances, he was still deep in the battle.

As Safety Directors, we need to do our very best to provide support to our team's emotional health. A lot of us have former first responders and veterans on our teams which means there is a high likelihood that at least one of them may be struggling in silence.

So, let's get practical. Contact everyone on your team. Give them your address and phone number. If you use a "Do Not Disturb" app, put them on the "clear" list so they can reach you even if it is the middle of the night. While you can accomplish this simple task with an email, please follow it up with a face to face conversation. They need to know this is not a pleasantry but a sincere offer.

Terry wrote a really good article on this topic that will either be in this newsletter or the next.

Your loyal companion in Christ,

*Kris P. Moloney*



A Police Officer with over 15 years of experience and a retired Army Captain and Company Commander. He has certifications in Crime Prevention, Security Assessments, and the Crime Free Program. He also has a Bachelor's degree in Ministry and a Master's degree in Organizational Leadership.

Kris P. Moloney



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