**Church Security**

\*This section is intended to provide you with a guide to plan for your church’s security. **It cannot and should not** replace the recommendation to develop a relationship with your local law enforcement or other public safety agency. Too, this document should be considered a starting point of things to think about; it may be simpler for your parish or far more detailed depending on your needs.

**Security Team**

*Who will be involved in overseeing security protocols for your church? As a starting point, consider any members of your congregation who serve in law enforcement or other area of public safety. This team is also likely to be members of the leadership team (pull from* [*general information*](https://www.episdionc.org/uploads/images/module-1-general-information_244.docx)*). Include specific roles, phone numbers and email addresses. Be sure to appoint a security point person or director.*

**Name** **Phone Number** **Email Address**

1.

2.

3.

4.

5.

**Goals and Priorities**

*What are your goals and priorities relating to church security? Sample goals might include dealing with ongoing issues such as break-ins or trespassers; safety protocols relating to schools or ministry programs; or protecting against the unknown, such as a shooter situation.*

1.

2.

3.

**Partnerships**

*Who outside your church is assisting with the development and/or ongoing needs of your security plan? Or what partners in your community might be working together (such as other faith-based houses of worship)? It is recommended that the first partnership to be developed is with your local law enforcement office or other public safety agency. Others might include other local houses of worship. List all contacts, contact roles and information here.*

1.

2.

**Site Considerations & Access Control**

*Your property and buildings should have a site assessment to identify areas of vulnerability and ongoing areas that need to be monitored. A list of considerations can be found at the end of this module.*

Date of last site assessment:

Conducted by:

Access points:

*What are the access points of your building(s), how are they accessed, and who has access?*

Door locks:

Date of last change:

Keyholders (include contact information and role):

1.

2.

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Door/alarm codes:

Date of last code change:

Code holders (include contact information, roles and individual codes, if applicable):

1.

2.

3.

4.

5.

Property maintenance:

Date of last tree/shrub/bush trimming:

Date of last check of exterior lighting:

Date of last check of security camera(s):

**Background Checks**

*Who needs one, and when was the background check completed? What in a background check might be a red flag? If a red flag is raised, is there another position where the person might serve? Note: This may already be part of your regular hiring protocol.*

**Name** **Role** **Date of Background Check / Completed By**

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**Training**

*What positions – including volunteer positions – may require training to fulfill? This may include anything from responding to medical emergencies to ushers knowing how to identify/deal with a person exhibiting suspicious behavior. Training should include ensuring the information that will need to be relayed to emergency responders.*

**Name** **Role** **Required Training / Completion Date**

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2.

3.

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**Drills**

*What needs to be practiced? With what scenarios do folks need to be familiar?*

**Drill Type** **Last run**

1.

2.

3.

4.

5.

**Security Monitoring/Inspection**

*Do you have a security system and/or security cameras in place? Who is responsible for monitoring that system? Who is responsible for routine inspections of the grounds and building(s)?*

**Gun/Weapons Policy**

*Your church’s policy on weapons – including guns, knives or any other type of weapon – should be clearly posted at all access points as well as on your website.* [*State Statute 14-415.11*](https://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_14/gs_14-415.11.html) *allows you to prohibit weapons on your property.*

**Cybersecurity**

*Though information helpful to welcoming visitors and members to your church is necessary (location, hours of operation, service times), use caution around the sharing of personal information, including the use of contact information not provided by the church (volunteers’ personal email addresses, for example, should not be used without permission). Other areas of cybersecurity consideration: what can be accessed digitally? Access points? Cameras? Finances? Information?*

**Pastoral Issues**

*Are you aware of any pastoral needs or issues among your congregation that have the potential to escalate into a dangerous situation? Examples may include acrimonious divorces or other domestic situations or restraining orders in place.*

**Emergency Response Equipment**

*What emergency response equipment do you have? Where is the equipment located? Who is trained in using it?*

First aid kit(s)

* Location(s)
* Date last checked (list this for each location)

AED(s)

* Location(s)
* Date last checked (list this for each location)

Fire extinguisher(s)

* Location(s)
* Date last checked (list this for each location)

Means of contacting authorities in the event of an emergency (cell phone(s), landline(s), radio(s))

* Location(s)
* Date last checked (list this for each location)

**Communication Methods**

*What channels will you use to share information and updates? Website? Social media? Email? Texts? Be sure to include who will be the distribution primary and backup. If login information is needed, be sure all who may need it, has it.*

How is your security preparation shared with the congregation / those who need to know?

1.

2.

3.

4.

5.

How will you communicate in the event of an emergency?

1.

2.

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**Special considerations:**

*Are there any additional or special considerations that need to be part of your security plan?*

Site Assessment Considerations

**It cannot be recommended strongly enough** that you have a site assessment conducted by someone with knowledge of security considerations. You are encouraged to build a relationship with your local law enforcement office; if they are not available to assist, you might see if a member of your congregation has or knows of someone with law enforcement experience.

**Access points:**

* Where are the access points to your grounds and buildings?
* How are those access points secured?
* How often are your locks/access codes changed?
* Who hold keys/access codes?
* Who is responsible for ensuring doors and windows are locked at the end of each day?

**Personnel**

* Who on church staff/volunteers is required to have a background check?
* When were those background checks completed (and by whom)?
* What are the red flags that would disqualify a person for the position they are seeking to hold?

**Barriers / Property considerations:**

* What barriers are in place to prevent vehicles being used inappropriately?
* Do you have trees/bushes/shrubbery that impede sightlines from the inside to the outside?
* Do your grounds have exterior lighting?

**Security Monitoring/Inspection**

* Do you have a security system in place?
* Who is responsible for monitoring that system?
* Who is responsible for routine inspections of the grounds and building(s)?

**Cybersecurity**

* What information is published on your website?
* Is there personal information that might be reconsidered?
* How else can your church be accessed digitally? Access points? Cameras? Finances? Information?

**Emergency Equipment**

* What emergency equipment do you have on hand?
  + First aid kit
  + AED
  + Fire extinguishers
  + Phone for contacting authorities
* Where is the equipment located?
* Who has the training to use it?

**Incident Response**

* Who is to be involved in incident responses (medical emergencies, threats, etc.)?
* What training is needed for them to be able to fulfill that role?
* How often will you offer drills to be prepared to respond?

**Communication**

* How is your security preparation shared with the congregation / those who need to know?
* How will you communicate in the event of an emergency?

**Special Considerations**

What other special considerations need to be addressed as part of your site assessment? These might include:

* Schools or other programs
* Non-church groups who use the grounds/building(s)