

<b>TITLE: Building Security and Personal Safety</b>	<b>NUMBER: D-2</b>
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## **BUILDING SECURITY AND PERSONAL SAFETY**

### **BACKGROUND:**

The parish facilities are dedicated to the glory of God and the welfare of God's people. As such, they need to be protected from vandalism, theft, and misuse. Parishioners and staff conducting church business after hours (e.g., as members of the altar guild) also need to be protected from intruders.

### **POLICY/PROCEDURE:**

Staff and parishioners must lock the nave when it is not in use for services or other activities authorized by church staff.

1. Before leaving the last Sunday morning service, the head usher for that service, or designee, must ensure that all exterior doors to the church are locked, lights are turned off, and the building is empty.
2. Before leaving an after-hours meeting or function, the convener and/or director must ensure that all exterior doors to the church are locked, lights are turned off, and the building is empty.
3. Staff and parishioners who encounter unexpected conditions upon their arrival to the church (such as unlocked doors) should
  - a. first ensure their personal safety
  - b. secure the building, as is reasonably practicable
  - c. contact church staff or police, as appropriate.