

# **Virginia Beach United Methodist Church Safety Ministry Organization and Assignment of Responsibilities**

The Safety Ministry encompasses a group of volunteers who work together in coordination with the church staff to make Virginia Beach United Methodist Church campus and included ministries a safe, secure place for all staff, volunteers, and visitors. The Safety Ministry is organized under the overall cognizance of the Staff Safety Liaison. The designated Staff Safety Liaison will oversee the staff safety/security positions, to include the off-duty police officer, and will be the staff point of contact for all matters pertaining to safety and security. All volunteer Safety Ministry scheduling, training, and day-to-day operations will be managed by the Volunteer Safety Manager. Position descriptions and responsibilities are found as follows:

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## **Virginia Beach United Methodist Church Safety Ministry**

### **Role Overview:**

The Volunteer Safety Manager and Staff Safety Liaison work together to ensure a safe campus. This includes the safety and security of all personnel, all buildings and grounds, and all church events.

### **Staff Safety Liaison**

#### **Principle Responsibilities: (1-2 hours per month, once established)**

- Serves as the principal staff point of contact for all safety and security matters.
- Acts as a “voice” for safety and security concerns in staff meetings and at such other times as may be required.
- Ensures that safety and security issues are a regular topic of discussion in staff meetings and in all event, missions, and ministry planning.
- Maintains records of all safety and security incident reports.
- Manages the security systems vendor relationships.

### **Volunteer Safety Manager**

#### **Principle Responsibilities:**

- Ensures the appropriate recruiting, staffing and scheduling of the safety teams for Sunday services and other major events with the help of the Safety team.
- Oversees the Safety Team operations on Sunday morning with the help of other Assistant Safety Managers or lead Safety Team members.
- Works with the Safety Team to ensure proper training and performance of Safety Ministry team members.
- Chairs regular Safety Team meetings.
- Leads the Safety Team in creating a Safety Manual for the church and keeping it up to date; regularly reviewing all safety and security policies, procedures, and protocols to ensure they are up to date, appropriate, and effective.

## **Position Title: Safety Ministry Volunteer**

### **Principle Function**

The Safety Ministry Volunteer is a mature and faithful Christian responsible for maintaining the safety and security of the facilities, staff, volunteers, and visitors at Virginia Beach United Methodist Church (VBUMC) during worship services and at other assigned events. He or she observes all that takes place within sight or hearing and intercedes, as necessary, to provide grace-filled assistance or to defuse unsafe situations. The Safety Ministry Volunteer communicates in a timely manner to inform church leadership, other Safety Team members, and first responders, as necessary, when situations arise.

### **Specific Responsibilities**

- Patrols buildings and grounds and attends worship services, as assigned, to uncover and respond to fire, safety, and security issues. Special attention will be given to persons and/or packages that appear out of place (unattended backpacks and packages, as an example) or that may pose a risk to others.
- When assigned, provides specific protection to the senior pastor or other designated persons
- Interacts with others with an abundance of grace, presenting a calm and courteous demeanor.
- Assists visitors in finding their way around our campus.
- On rare occasions, may be required to confront violent or disruptive individuals. In so doing, the goal will be to calmly defuse the situation through an abundance of grace and empathy. As a last resort, and when needed, may be called on to escort the disruptive person from the campus. Physical contact will only be as a last resort and then only as needed to protect yourself or others.
- May be required to assist with injured individuals and call for fire, paramedic, or police services, as needed.
- Must be capable of clear and concise communication (verbal and written) for reporting incidents that have a bearing on the church or anything that could lead to legal actions, such as arrests, lawsuits, or violent actions by persons on the church property.
- May be required to regulate vehicular and/or pedestrian traffic for the purpose of maintaining a safe and pleasant environment on the church property.
- Perform duties in a manner to Glorify Christ and further the missions and ministries of Virginia Beach United Methodist Church
- Assist in recruiting and enlisting needed volunteers for the Safety Ministry.
- Other duties as assigned by the Volunteer Safety Manager or team leader
- Assist in building evacuation, as needed, in case of a fire or an uncontrollable or violent person
- Monitor the assigned Safety Ministry radio to stay informed of any safety issues occurring in other parts of the church that may require his or her action or attention.
- Keep other Safety Ministry volunteers and assigned off-duty police officers informed of safety situations or concerns within the building and grounds.
- Provide detailed written incident reports, as needed, for all safety incidents occurring on their watch.

## Safety Ministry Volunteer Qualifications

### Qualifications

Safety Ministry Volunteers should:

- Be a faithful follower of Jesus Christ
- Be a member of Virginia Beach United Methodist Church for at least six months and regularly attend worship services
- Demonstrate good character, honesty, and integrity
- Have strong people skills
- Have effective communications skills
- Demonstrate mental and emotional stability and maturity
- Have a keen ability to observe people and situations
- Demonstrate sound judgment
- Be physically able to complete assigned tasks

### Ethics and Conduct

The following are expectations of Safety Ministry Volunteers:

- Honor others above yourself.
- Perform all duties completely, correctly, and on time.
- Be an example for others.
- Be faithful.
- Be wise.
- Be discrete.

### Honor others above yourself

Be courteous, conscientious, and professional. Be respectful of all visitors and members of the congregation. Be an example of Christ-like behavior by educating instead of reprimanding. It is ineffective to “scold” others into acting safely. Let people know what you see that concerns you, how that behavior might cause harm, and how they might engage in the activity more safely or according to policy.

### Perform all duties completely, correctly, and on time.

Attend church safety training. Your actions reflect your training. Know the duties and responsibilities of your assigned post. Address safety concerns promptly and effectively. Keep the Safety Ministry leadership informed of all incidents as they occur and complete incident reports in a timely manner.

### Be an example for others

Show them what proper safety looks like. Don't do anything unsafe yourself. Address safety risks as soon as you see something that is harmful or could be harmful to others. Make sure you take actions to fix it.

### Be faithful

Fulfill your commitments to the church. Work your scheduled services as assigned or arrange to swap with another Safety Ministry Volunteer, if needed. Notify the Volunteer Safety Manager as

soon as possible of any swaps or illnesses or other circumstances that will prevent you from completing your assigned shift

### Be wise

Keep security information confidential. Security plans and mechanisms are on a need-to-know basis, so don't tell people about them. You can (and should) give them some general guidance on what they should do in a given situation, but don't give out specifics on the Safety Team's response plans. This is especially true for Active Shooters and Child Protection situations. Asking inappropriate questions about security is the number-one clue that somebody might be up to no good: they may be in the planning stage of a criminal act.

### Be discrete

Don't gossip or spread rumors. In this position as a safety volunteer, you may hear things about people's personal lives. You may know who is going through a divorce or who is engaged in a child custody dispute, etc. This information is given to you in strictest confidence so you may be aware and alert, not so you can share it with anyone outside the Safety Ministry.

### Team Priorities

These are the priorities for members of the Safety Ministry Team.

- Regularly attend church services
- Spend time with family
- Participate in training
- Serve during worship services
- Serve at large events

### Regularly attend church services

You need to attend worship services to be fed spiritually. It's hard to be an example of Christ if you're not regularly plugged into his Word. Your relationship with Christ is your top priority.

### Spend time with your family

Any time you volunteer for the church, you are making a sacrifice and so is your family. Don't volunteer so much that your families start to complain. They need you, too.

### Participate in training

One of the most important commitments you make to the church and the Safety Ministry is to attend the training. If you're not trained to respond to an emergency situation, you may be a liability to your fellow team members.

### Serve during worship services

Sunday worship services have the highest demand for Safety Team members because that is when the most people are at the church.

### Serve at large events

In addition to Sunday worship services, Virginia Beach United Methodist Church may host other large programs or events. The safety needs of each event will be examined and Safety Ministry Volunteers may be asked to serve at these events.

## **Safety Ministry Volunteer Locations**

The following volunteer locations are subject to change as needs arise and/or as volunteer resources allow.

### **The Welcome Desk**

#### **Location:**

- The front entrance
- The Welcome Desk area
- The administrative offices
- The main corridor leading to the chapel

### **18<sup>th</sup> Street Entrance**

**Location:** The 18<sup>th</sup> Street Hallway and included restrooms. Unless an active emergency situation requires otherwise, male volunteers will only enter the men's facility and female volunteers will only enter the women's facility.

### **Sanctuary**

**Location:** In a space as large as the sanctuary, it would be ideal to have several Safety Ministry volunteers spread throughout the main floor and balconies in order to facilitate a rapid response to any emergency. A priority will be given to positions that allow direct coverage of all unlocked doors leading into the sanctuary, with attention given to large packages, backpacks, etc. As volunteers are available, one Safety Ministry volunteer will also be positioned toward the front of the sanctuary in order to intercede, should a threat arise against the pastors.

### **Rover**

**Location:** The Rover post includes all areas within the main church building, with the exception of the sanctuary and immediate Welcome Desk area. The Rover will check restrooms along his or her route. Unless an active emergency situation requires otherwise, male volunteers will only enter the men's facilities, female volunteers will only enter the women's facilities, and children's facilities will not be entered.

### **Fellowship Hall**

**Location:** The Fellowship Hall volunteer will focus on the following areas:

- Northern entryway from the parking lot to the north stairwell and Fellowship Hall
- Kitchen and classrooms off the kitchen corridor
- Fellowship Hall
- Parlor
- Restrooms off the Fellowship Hall (unless an active emergency situation requires otherwise, male volunteers will only enter the men's facility and female volunteers will only enter the women's facility)
- Vault area

# Incident Report

Safety Team Member: \_\_\_\_\_

Date: \_\_\_\_\_

Injury  Theft  Disruption  Vandalism  Suspicious Activity  Other:

**Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Ministries/People Involved:**

Safety Name: \_\_\_\_\_

Name: \_\_\_\_\_

Usher Name: \_\_\_\_\_

Name: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

Name: \_\_\_\_\_

Other Ministry Name: \_\_\_\_\_

**Person A-Victim/Witness/Suspect Information (Statement information on back):**

Victim  Witness  Suspect  Other \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Description: \_\_\_\_\_

**Person B-Victim/Witness/Suspect Information (Statement information on back):**

Victim  Witness  Suspect  Other \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Description: \_\_\_\_\_

**Person C-Victim/Witness/Suspect Information (Statement information on back):**

Victim  Witness  Suspect  Other \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Description: \_\_\_\_\_

**Person A Statement:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Person B Statement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person C Statement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name/Signature Safety Team Member

\_\_\_\_\_  
Name/Signature Safety Team Leader



## **Safety Ministry Team Schedule**

The Safety Ministry teams will serve on Sundays during worship hours and at other times as requested by the church. Schedules will be assigned one month in advance. The Volunteer Safety Manager will solicit availability dates via a monthly e-mail and will set schedules based on team member availability. Once scheduled, team members will be asked to find their own replacement, should their availability change. Replacements will come only from the pool of trained Safety Ministry Volunteers.

A typical Sunday morning Safety Ministry Team worship schedule will begin at 7:40 AM and end at 12:20 PM.

7:40 AM: Team briefing, draw and check radios

7:55 AM: Team members are in position

9:10 AM: Post rotations occur between services, as scheduled

10:40 AM: Post rotations occur between services, as scheduled

12:15 PM Team debrief, turn in radios

12:20 PM: Team dismissed

## **Virginia Beach United Methodist Church Procedures for Off-Duty Police**

**Overview:** Virginia Beach United Methodist is, and will continue to be, a friendly and welcoming church. We have active ministries on campus that serve the less fortunate among us, and we wish that all interactions with all of our visitors and staff be conducted in the spirit of cheerful servanthood.

**Sunday hours:** 9:00 AM – 12:30 PM (adjustable week to week, as needs change).

**Location:** Generally, in the main parking lot in front of the church (a parking spot will be reserved for “police”), with patrols through the South (Potters House) parking lot and the North parking lot as needed, but at least hourly.

### **Procedures:**

1. At the appointed time, pick-up a church radio pre-tuned to the chosen VBUMC channel and any special instructions that may be left for you at the Welcome Desk, located in the main hallway through the double glass doors to the right of the sanctuary.
  - a. There will be a designated box containing the radio, previous log reports, and any additional instructions.
2. Take up position in the parking lot(s), observing all that takes place, and in particular watching for:
  - a. Suspicious or questionable activity.
  - b. Persons disturbing the peace.
  - c. Persons damaging or otherwise disturbing vehicles or other property in the church parking lots.
  - d. Persons panhandling on church property or otherwise bothering church visitors.
  - e. Other activities that could cause damage or disturbance to church property or patrons.
  - f. Should the need arise for a subject to be asked to leave the property, notify the church point of contact, who then respond and make the necessary notification.
3. At heavy vehicular traffic times after the 9:30 and 11:00 AM services, (10:30 AM and 12:00 PM) take up position where the main parking and North parking lots exit onto 19<sup>th</sup> Street, directing traffic as necessary to ensure a smooth and timely clearing of the lots.
4. Respond to calls for assistance from church staff, ushers, or others, as situations arise.
  - a. The primary means of communications will be by radio.
5. Enter the buildings, as needed, to respond to calls for help.
6. Restrooms are located in the hallway behind the Welcome Desk and in the hallway off the Fellowship Hall (North Wing). Coffee (and usually snacks) are located in the Fellowship Hall. Please make use of these resources and facilities as needed.
7. If a situation arises requiring you to work beyond the end of your scheduled shift, the church will extend your time by one hour, after which you should contact the on-duty supervisor at the 2<sup>nd</sup> Precinct for guidance regarding going on city time.
8. At the end of shift, return the radio and a summary of incidents, issues, and notable interactions that took place on your shift (Shift Report) to the designated box at the Welcome Desk.

# Shift Report

Officer's name: \_\_\_\_\_ Date: \_\_\_\_\_

Hours worked: \_\_\_\_\_ Weather: \_\_\_\_\_

Church Point of Contact: \_\_\_\_\_

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Injury    Theft    Disruption    Vandalism    Suspicious Activity    Other:

Location: \_\_\_\_\_

Description: \_\_\_\_\_

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Injury    Theft    Disruption    Vandalism    Suspicious Activity    Other:

Location: \_\_\_\_\_

Description:

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Officer's signature