

Church Security Volunteer Checklist

Ministry Role:

Church Security Volunteer

Primary Aim of the Role:

To help provide a safe, calm, and welcoming environment for worship, ministry activities, and fellowship by observing, preventing, and responding appropriately to safety concerns while supporting church leadership and established policies.

Core Responsibilities Overview

Church Security Volunteers are responsible for:

- Maintaining situational awareness before, during, and after services or events
 - Assisting with safety, emergency response, and incident prevention
 - Observing and reporting concerns without disrupting worship
 - Supporting staff, elders, and ministry leaders as directed
 - Protecting people first, property second, and maintaining a ministry mindset at all times
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Step-by-Step Checklist

Arrival on Campus (Pre-Service / Pre-Event)

1. Personal Readiness

- Arrive on campus at the scheduled time
- Dress according to security team guidelines (clearly identifiable but non-threatening)
- Ensure communication tools are ready (radio, phone, earpiece, if applicable)

- Take a moment to pray for wisdom, calmness, and discernment

2. Check In

- Check in with the Security Team Leader or designated point of contact
- Receive assignment (zone, entrance, parking area, children's wing, etc.)
- Review any special notes for the day (special events, large attendance, known concerns)

3. Campus Walkthrough

- Walk assigned areas before guests arrive
- Check doors and entrances for:
 - Proper locking or unlocking as scheduled
 - Clear visibility and unobstructed access
- Observe walkways, parking lots, and entrances for hazards or suspicious activity
- Confirm emergency exits are clear and accessible

4. Safety Equipment Check

- Verify fire extinguishers, AEDs, and first-aid kits are accessible
- Confirm lighting is functional in assigned areas
- Report any concerns immediately to the Security Leader or Facilities contact

During Services or Events

5. Active Observation

- Maintain situational awareness without appearing intimidating

- Watch for unusual behavior, agitation, or unsafe situations
- Pay attention to entrances, hallways, children's areas, and gathering spaces
- Avoid distractions (phones, unnecessary conversations)

6. Guest & Member Interaction

- Remain calm, courteous, and respectful in all interactions
- Assist lost, confused, or distressed individuals by directing them to appropriate help
- De-escalate tense situations verbally when possible
- Never argue or escalate a situation unnecessarily

7. Incident Awareness & Response

- Immediately report suspicious activity or safety concerns to the Security Leader
- Follow established procedures for:
 - Medical emergencies
 - Child safety concerns
 - Disruptive or threatening behavior
 - Fire, weather, or facility emergencies
- Do not act independently outside of training or policy
- Call emergency services only when authorized or clearly necessary

8. Ministry Coordination

- Work cooperatively with greeters, children's ministry, facilities, and staff
- Support worship services by remaining discreet and non-disruptive
- Respect confidentiality at all times

Post-Service / Post-Event Responsibilities

9. Controlled Dismissal

- Monitor exits and common areas during dismissal
- Watch for congestion, conflicts, or safety hazards
- Continue observation until most attendees have departed

10. Final Campus Check

- Walk assigned areas again after services or events conclude
- Ensure:
 - Doors are secured according to policy
 - No individuals remain in restricted areas
 - No property damage or safety issues are present
- Report concerns immediately

Departure from Campus

11. Check Out

- Check out with the Security Team Leader or designated contact
- Report:
 - Any incidents, concerns, or unusual observations
 - Equipment issues or facility concerns
- Return radios or other issued equipment

12. Documentation (if applicable)

- Complete incident or observation reports as required
- Provide factual, objective information only
- Submit reports according to church policy

13. Departure Readiness

- Ensure another authorized team member or staff is present before leaving, if required
 - Leave the campus orderly and safely
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Ongoing Expectations for Security Volunteers

- Attend required training and refresher sessions
 - Follow all church safety, child protection, and emergency policies
 - Maintain confidentiality and discretion
 - Serve with humility, self-control, and a shepherding mindset
 - Remember that security ministry is both **protective and pastoral**
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Key Guiding Principles

- **People over property**
- **Prevention over reaction**
- **Calm presence over force**
- **Observation over assumption**

- **Submission to church leadership and policy at all times**