



TRAIN YOUR PEOPLE |

When it comes to a safety and security plan, training can make or break it. Without training, your plan is a lifeless document. Brotherhood Mutual's *The Church Safety & Security Guidebook* offers step-by-step instructions on creating a church safety and security team and plan. **According to the guidebook, "Training gives ministry staff and volunteers the knowledge, skills and practice they need to perform their jobs well."**

Here's a quick overview:

YOUR MINISTRY STAFF

Create a plan to train existing staff, as well as new hires, on your safety and security procedures. Because your staff may transition over time, it is important to train regularly. Make sure they understand both the big-picture approach to your plan and the specifics within each ministry.

YOUR SAFETY AND SECURITY TEAM

Once you've established the need for a safety and security ministry, you need to build a team to create the risk management plans and then implement the policies. Each of these teams requires training on different levels:

► "Eyes and Ears" Team(s)

These teams often include people like greeters, ushers and ministry volunteers who participate in and observe all levels of your ministry's activities. They are observational teams only — and therefore should be trained in how to notice unusual behavior, identify possible threats and report them to the proper people, not to confront threats or intervene in violent situations.

▼ Response Team(s)

Depending on the needs of your ministry, this could be a single team or several. These teams are designed to respond in the event of a crisis or threat and should be trained in threat recognition, as well as resolution.

These teams are often made up of people with specialized skills, including law enforcement, medical response and conflict management. They are responsible for taking charge in an emergency situation.

First and foremost, you want them to be able to peacefully and respectfully resolve situations whenever possible. They should also abide by clearly defined rules of engagement when it comes to physical response. This team should be trained extensively and frequently and rotated regularly to avoid fatigue and burnout.

MINISTRY VOLUNTEERS

Each of your ministries should have policies and procedures specifically designed for their activities, and your workers and volunteers should be trained on them as a part of their orientation. Many safety and security gaps happen at this level — it's important to make sure everyone is implementing the procedures you've put in place to keep your church safe and secure.

YOUR CONGREGATION

Your congregation should be aware of your safety and security plan. Consider holding regular evacuation and shelter-in-place drills so people know what to do and where to go in an emergency.

BUILDING YOUR TRAINING PLAN |

Thorough and frequent training of your teams, staff and congregation is vital to the success of your safety and security plan, so consider these questions:

		YES	NEEDS ATTENTION
1	Have we identified all the groups of people we will need to train and what they need to be trained on?		
2	Do we have a plan in place to train new hires, new volunteers and new additions to each team?		
3	Have we set a regular schedule for retraining each group?		
4	For our response team(s), have we consulted with professionals in medical response, conflict management and law enforcement to determine the best training methods?		
5	With our safety and security teams, do we use a variety of training techniques — including role play and hypothetical scenarios — to help prepare them for a crisis?		
6	Have we run drills with our safety and security teams to make sure they're responding to threats appropriately?		
7	Is our congregation familiar with our safety and security plan, including what they should do in the event of a crisis?		
8	Have we observed our ministry volunteers to make sure they're following the training?		
9	Have we made our training mandatory?		

List provided by Brotherhood Mutual Insurance Company.

WANT MORE HELP WITH YOUR CHURCH'S SAFETY & SECURITY MINISTRY?

Brotherhood Mutual's *The Church Safety & Security Guidebook* features:

- ▶ A step-by-step instruction manual
- ▶ Over 20 checklists, sample policies and training scenarios
- ▶ A comprehensive sample plan
- ▶ And much more!

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