



{ 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

You need to 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's important to train regularly. They should understand the "big-picture approach" to your plan, as well as 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 not only create the risk management plans, but also to 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 observe 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. They 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're 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 often, and rotated regularly to avoid fatigue and burnout.

● MINISTRY VOLUNTEERS

Each of your ministries should have policies and procedures specifically designed for their activities. 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. You should hold regular evacuation and shelter-in-place drills, so people know what to do and where to go in an emergency.

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Building your training plan

YOU'VE DONE YOUR SAFETY AND SECURITY ASSESSMENT AND DOCUMENTED YOUR POLICIES AND PROCEDURES. ONE VITAL STEP REMAINS: TRAINING YOUR TEAMS, STAFF AND CONGREGATION.

		Yes	Needs Attention
1.	Have we identified all the groups of people we'll need to train and what they need to be trained on?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do we have a plan in place to train new hires, new volunteers and new additions to each team?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have we set a regular schedule for retraining each group?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have we run drills with our safety and security teams to make sure they're responding to threats appropriately?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is our congregation familiar with our safety and security plan, including what they should do in the event of a crisis?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have we observed our ministry volunteers to make sure they're following the training?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have we made our training mandatory?	<input type="checkbox"/>	<input type="checkbox"/>

List provided by Brotherhood Mutual Insurance Company.

Want comprehensive HELP?



CHECK OUT
The Church Safety & Security Guidebook,
 Brotherhood Mutual's step-by-step guide to building a safety and security program for your church. Visit www.BrotherhoodMutual.com/Security for more information.

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