



Adventist Risk
Management, Inc.



SECURING THE CHURCH BUILDING

The church service is over. *The last potluck dish has been washed and packed away. It is now time to secure the church building before heading home, out for ministry, or a Sabbath nature hike.*

Every Sabbath a designated official, usually the church deacon or elder of the week, has a very important job. It is his or her responsibility to secure the local church building and all of its assets. Use this 3-Step Checklist as a guide.





Step 1. Perimeter Check

- Walk around the exterior of the church building, checking all exterior doors and windows. Lock all doors and note any opened windows to close when you go inside.
- Make a note of any damaged or malfunctioning locks. Repair or replace them as soon as possible.
- Examine the exterior fence and gate(s), if applicable, for compromised security. Note any concerns and present them to the safety committee during the next meeting.
- Check any outside or additional buildings on the property to be sure they are locked.
- Check the trash dumpster area. Trash containers should be secured away from the building. Deposit all trash in the appropriate containers and close all trash container covers.
- Non-secured items (trash cans, tables, chairs, equipment, door decorations, etc.) should be anchored or moved inside the building.
- Collect any personal items that have been left behind and place them in lost and found.

Step 2. Interior Check

Check each room inside of the church building. Close any open windows. Ensure all rooms are vacant and all lights, except security lights, are turned off.

- When lights are turned off, check that emergency lighting is in working order.
- Double-check that all sanctuary aisles, emergency exits, and hallways are clear.
- Check that all water faucets are turned off.
- Electronic equipment should be locked in interior rooms and not visible from windows or doors.
- Lock all interior doors that should be locked.
- If you see any personal items, place them in lost and found.



Step 3. Secure the Building

- Once the perimeter and interior checks are completed, and the building is verified as being vacant, check the security systems and cameras, if applicable, to be sure they are working.
- Set the security alarm for the building and lock the front door on your way out.



IF AT ANY POINT DURING THIS **3-STEP PROCESS** YOU NOTICE ANYTHING UNUSUAL OR OUT OF THE ORDINARY, STOP AND INVESTIGATE. MAKE NOTES TO SHARE AT THE NEXT CHURCH SAFETY COMMITTEE MEETING.

Church Security 24-7

Church security is more than sturdy locks and a weekly walkabout. Everyone must be observant and responsive to suspicious activity. In some locations, it may also mean the visible presence of a trained security team. To learn more about protecting your church or ministry, sign up for our *Solutions* newsletter, at AdventistRisk.org/solutions, and follow us on social media.

REPORT YOUR CLAIM RIGHT AWAY

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