



# SECURITY TEAM

## ROLES & RESPONSIBILITIES:

- Confirm Planning Center by the Wednesday before you are scheduled to serve. If you are unable to serve on your assigned date, please find coverage within the team and contact Jillian Rosdo as soon as possible.
- Arrive by 8:30/10:30am ready to serve and identified with a lanyard
- Transport the Offering Boxes to and from the Sanctuary
- Attend the pre-service huddle at 8:35/10:35am for any special events or information pertaining to the morning's service
- Conduct a walkthrough of the building before and during service at varying times.
- Keep order within the service (loud escalated conversations, unauthorized people praying or in the children's wing, upstairs and lobby "roamers")
- If an incident is threatening the safety of the congregation, dial 911 immediately.

## ONCE WE ENTER THE THIRD WING:

- Security Team Volunteer must always have a walkie-talkie on them: Kids (Ch 1), Security (Ch 2), Parking Lot (Ch 3)
- Quick Building Walk-Walk-Thru before, during and after services THEN please be located:
  - Before service: FOYER
  - During service: SANCTUARY
  - After service: AT THE GYM DOOR IN FOYER - please make sure no kids enter the gym without their parents