



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

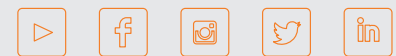
Church security is more than sturdy locks and a weekly walkabout. Everyone must be observant and responsive to suspicious activity. In some locations, it may also mean the visible presence of a trained security team. To learn more about protecting your church or ministry, sign up for our *Solutions*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

**REPORT YOUR CLAIM RIGHT AWAY**

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