



Safety Ministry Handbook

Section 1

General Safety Ministry



1.01 Mission & Vision

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Introduction

The following has been approved by the Elders, Senior Minister, and Minister of Administration for [Your Church Here]. [Your Church Here] is a 501c3 non-profit organization.

The intent of these guidelines is to provide day-to-day guidance and help facilitate the implementation of the Safety Ministry of [Your Church Here] of Eagle, ID.

It may be helpful to pull this sheet out for the sake of quick reference. Abbreviations abound in this document.

Abbreviations

AED: Automated External Defibrillator
CPR: Cardiopulmonary Resuscitation
YC: [Your Church Here]
EMS: Emergency Medical Services
MOA: Minister of Administration
SML: Safety Ministry Lead
ST: Safety Team
SVL: Service Lead(s)
MQ: Minimum Qualifications
NIMS: National Incident Management system
RSO: Registered Sex Offender
CL: Campus Lead

YC Ministry Statement

The various ministries at [Your Church Here] are structured so people hear the gospel message, grow in their faith together, serve Christ and each other, and tell others the good news. The ministries at [Your Church Here] exist to:

- Reach - people with the Gospel of Jesus Christ
- Teach - people to be devoted disciples of Jesus
- Equip - people to serve in the ministry of the church
- Send - people out to reach others with the Gospel of Jesus Christ



1.011 Mission & Vision (cont.)

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What is the Safety Team?

The Safety Team is a trusted ministry team of volunteers serving at the discretion of the YC Elders to help create a welcoming, safe, and secure environment during all services and other gatherings of [Your Church Here] campuses upon request.

Safety Ministry Complimentary Mission

Safety Team exists so that the ministry of the church may operate and flourish unencumbered by outside forces that seek to disrupt or harm others. Also, to provide assistance to people who experience physical ailments during the course of an YC meeting or event.

(Matthew 10:16; 1 Peter 5:8; Isaiah 62:6; Acts 20:28-29)

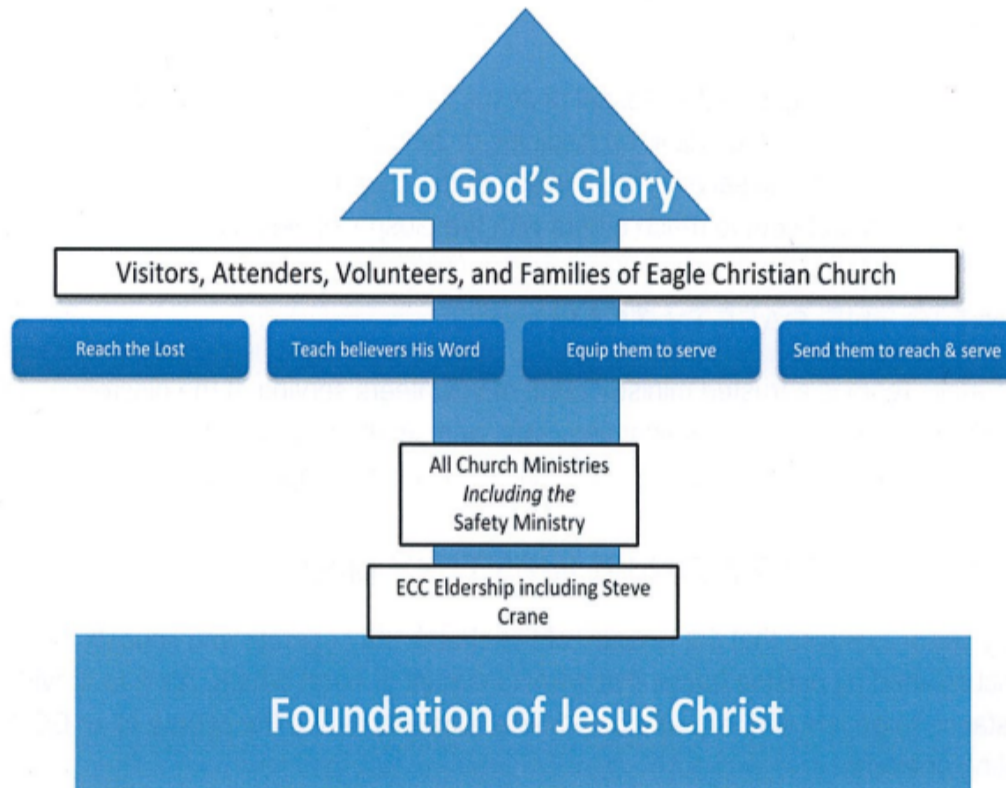
Core Values

1. Glorify God in all we do
2. Servanthood as our model for ministry
3. Instill a sense of belonging in every person
4. Biblically-accurate preaching and teaching
5. Seeker sensitive to those seeking a relationship with Christ
6. Connecting and growing everyone through Life groups
7. Motivated by purpose in all we do
8. Every person a minister for Christ
9. Children, youth, and adults maturing in Christ (lifelong learning)
10. Integrity as the foundation of our leadership
11. Maintaining a culturally relevant ministry
12. A commitment to excellence in all things



1.02 Safety Ministry Organization

YC SAFETY TEAM HANDBOOK - Updated Jan 2023



The Mission and Vision of the Safety Team display the intent of YC to provide a safe environment for the paid and volunteer staff that work at YC, for those that attend day-to-day activities, and for those who come to attend the weekend church services, and the other activities of the church. One aspect of providing a safe environment during church services is through the use of the Safety Team. Safety Team (ST) shall refer to the Safety Team Lead, the Service Leads, and the other volunteer team members.

The foundation of the Safety Ministry depends entirely on our commitment to God. All people in the organization must model a Biblical commitment to follow and serve others. In this non-traditional organization, we follow the lead of those below us and serve those above us.



1.03 Functional Areas Overview

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The ST will have two functional areas: Security and Medical (First Response).

Security responsibilities/duties: ST members will attempt to observe, contain, minimize, mitigate, and, if possible, deter any potential threat-related incident. ST members must be vigilant to support paid staff. At no time are ST members authorized to instruct or direct paid staff as to how they should conduct their ministries. All concerns of this type must be reported to the Operations Coordinator or SML who will bring it to the attention of the CM and/or Leader of the Ministry in question.

Priority: The ST Security Function team members should monitor the following individuals, groups, and areas in the following priority order:

1. Children's department, youngest to oldest
2. Church attendees
3. The leaders on stage including the speaker(s) and worship team
4. The property, parking lot and vehicles including perimeter entrances. No member of the Safety Ministry should ever expose themselves or any other person to harm to protect property. People are more important than property in all circumstances.



1.04 2023 Initiatives

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First Impressions

While the Safety Ministry has dedicated Security and Medical functions, the ministry also requires team members to support a welcoming and serving approach to all who attend YC. The team exists to serve the body of Christ and should be warm and friendly to people. YC uses the 10 foot rule: *Introduce yourself to anyone who looks new that is within 10 feet of you.* Helping people and staying at your observation posts are both very important. Team members strive to meet both of these demands graciously and effectively. Requests that take members off a post for more than 3 minutes should be communicated to and approved by the Service Lead.

Recruiting Well

ST members are responsible to continually recruit new ST members. The growth of the safety ministry is important for all members to have a balanced life within the church and with family. Priority one is to ensure members are worshipping (especially with family) in one service and then serving others. Team members are the best people to connect with others who are good candidates for the Safety Ministry.

Connecting People Beyond the Weekend

The Safety Ministry and its ongoing training and small group activities have provided a number of opportunities for members to connect outside of worship. This allows them to improve their skills and knowledge and to develop friendships, trust, and mutual encouragement. These are some of the hallmarks for great volunteer teams. They provide a blessing to the church and to the members of the Safety Ministry.

Residency and Internships

The Safety Ministry should be part of the training process for all Resident Ministry staff and Interns. They will be going out to other congregations and should have a complete understanding of what makes for an effective and spiritually led Safety Ministry.

Section 2

Safety Ministry Onboarding and Structure



2.01 Safety Team Ministry Onboarding

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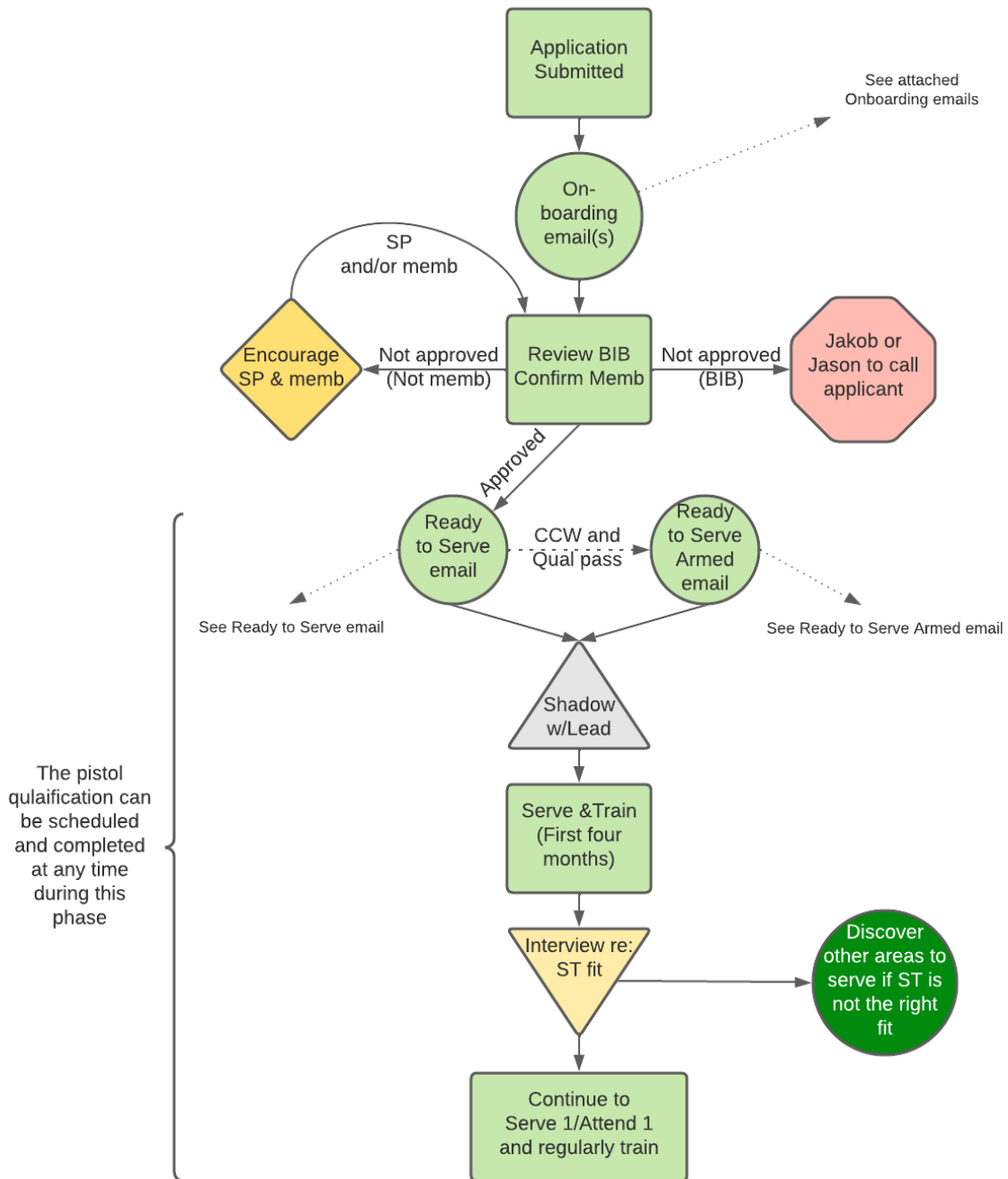
All individuals wishing to join the ST shall, if requested, comply with the following process:

- Submit a completed ST application to the MOA. See SUPPORTING DOCUMENTS.
- After the application has been received by the SML, he shall make the determination whether or not the minimum qualifications have been met. All information including background checks, proof of permits and licenses shall be kept locked in the personnel files of the church and only accessed by the SML, or other persons authorized by applicable Idaho and/or Federal law to review it.
- Evaluation of YC supported background checks may not be the only measure used to determine the qualification of the potential members of the ST.

If the applicant does not meet the minimum qualifications, then the MOA, and/or SML, shall inform the applicant of the reason for not being selected and if possible, steps they can take to reapply.

The MOA will make the final decision on the qualification/disqualification of a potential applicant or dismissal of team member for any cause.

ECC Safety Team Onboarding Process





2.02 Membership

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Membership at [Your Church Here] is required as a prerequisite for approval to join and serve on the Safety Team.



2.03 Application

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A Safety Ministry application must be completed and submitted to be considered for the YC Safety Ministry Security and Medical Teams.



2.04 Serving

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Safety Ministry volunteers are expected to serve during at least one service each month. ST members should make regularly attending worship services a priority for themselves and their family.

ST members may volunteer and may be asked to serve in addition to their regular volunteer opportunities depending on staffing and event specifics.



2.041 First Shift Orientation

YC SAFETY MINISTRY HANDBOOK - Updated Mar 2023

New Safety Ministry members will be given a First Shift Orientation. The First Shift Orientation will be facilitated by the Campus Ops Coordinator, Shift Lead, or a veteran Safety Ministry member as designated by the Campus Ops Coordinator.

The First Shift Orientation will include the following:

- Ensure pistol and holster are concealed (if qualified and carrying)
- Confirm the new member has received and reviewed the Safety Ministry Handbook
- Lanyard and name badge
- Access to the Safety Ministry key cabinet and a tutorial on key assignments and access
- Checking out a Safety Ministry radio
- Introduction to the Comms Center and cameras (depending on campus)
- Use and assignments of the classroom radios
- The briefing board (depending on campus)
- Introduction to other Safety Ministry members
- Introduction to Campus Minister
- A tour of the building(s) interior and exterior
 - Hard copy of the map of the campus
 - Main foot traffic areas
 - Kids Min areas
 - Students Min areas
 - Staff areas
 - Blind spots
 - Location of First Aid/Trauma Kits and AEDs
 - Parking lot layout, entrances, and exits



2.05 Identification

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Security and Medical Team members shall be identified by a name badge worn on a break-away lanyard when on duty. The name badge will include the YC logo, the ST member's name, the words "Safety Ministry," and the word "Security" or "Medical" as appropriate.

ST members will verbally identify themselves as members of the ST when engaging with a Security or Medical emergency.



2.06 Training

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YC will provide regular security and first aid training to ST members. Active duty peace officers and firefighters are encouraged to attend YC ST training but YC recognizes they are expected to maintain their proficiency as required by their departments.

Safety Ministry members are expected to attend seven training sessions per twelve month period.

In addition, team members are expected to be familiar with YC Policy and Guidelines, YC radios, medical equipment, facility layout, and other information as appropriate.

The SML and ST Training Coordinator will annually update the ST Training Matrix and Training Schedule.



2.07 Shift/Incident Command

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It is imperative that a competent and trained member of the ST be in charge of the ST function whenever the ST is actively working. Whenever the ST is activated for an event or services, the SVL will usually be that person. If there are issues that need to be addressed, outside the scope of the ST or its training, they will defer to the SML, the Campus Minister, and/or the MOA.

If at any time there is no Safety Team presence, then responsibility for the function shall be determined in the following order based on availability.

- Campus Pastor
- Minister of Administration
- Ministry Team Leader(s)

In case of Fire, Natural Disasters, or Person caused crisis, the STL or SVL will be in charge of the evacuation and/or the defense of members and staff. They shall take the lead in communication with emergency personnel and law enforcement via Dispatch or 911. The SVL will notify the MOA and SML of the situation as soon and as safely as possible. The process of evacuation and lockdown must be addressed by the SML and Campus Minister on a regular basis or no less than annually.

In case of Medical or other building emergencies, the first staff member or ST member will take the lead and always defer to people with more experience or seniority as needed or appropriate. Staff and/or other volunteers should notify the SVL and Campus Minister as soon as possible so they can expedite the arrival of emergency personnel.



2.08 Communication

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[Your Church Here] has an FCC Part 95 license and operates within ten frequencies. The call sign is WRPZ947. The YC ST will make an effort to use these frequencies within the FCC Rules of Use.

YC will provide two-way radios for on-duty use by the ST. ST members may purchase their own radios if desired. All on-duty ST members will be in contact with each other and in contact with the SML through face-to-face communication or through the use of two-way radios. A cache of two-way radios will be provided to the ST for their needs.

Prior to going on duty, a radio check should be performed to ensure that communication has been established. Members and Staff should state *"This is a radio check for (your name) at (your location)"* The SVL should respond to that radio check *"Loud and Clear (or a description of transmission quality) for (their name and location)"*. If this channel is being jammed (for example - an open mike), all members will move to the aux channel. If this channel is jammed, all radios will move to channel 1.

Other ministries that are using radio communication must report their use to the MOA or SML so that team members can coordinate with them.

Communication with the ST will be done through face-to-face communication and/or the use of two-way FRS radios located in classrooms and/or assigned to YC Ministry Staff (depending on the campus). Requests to the ST should be as follows: *"This is (name) in the (building location), I need safety team/medical."* Or, *"..., I need help!"* A request for *"assistance"* means the SVL or assigned ST member is on a fast walk to your location. *"Help"* means the SVL or assigned ST member(s) is running to your location.



2.09 Incident Reporting & Tracking

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The YC Incident or Injury Report Form shall be completed for all relevant Medical and Security incidents. Team members (SVL, STL, MOA, & SML) will make each other aware of any incident that occurs during their shift. Team members, in conjunction with the SVL, shall ensure that the Report Form is completed and that it is routed to the SML for review. The SML may then submit the form to the MOA, or Senior Minister and Elders, if needed. Incident reports will be kept by the ST Admin. Coordinator.

The ST Admin. Coordinator will informally track *unusual* activity occurring in and around the YC facility. While there is no official definition of *unusual activity*, this informal tracking can be used for documentation in determining future Safety Ministry needs and priorities. Needed information includes, but is not limited to, date, time, location, description of people involved including names and the unusual activity.

The unusual activity that comes to the attention of staff will be reported as a regular part of the ST agenda when the MOA and SML meet. Any unusual activity that the MOA or SML deem time critical will be reported immediately to team members.



2.10 Other Emergencies & Events

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Not every emergency can be addressed in this Safety Ministry Handbook. The YC ST understands that there are numerous weather, and man-caused emergencies or events that would have a potential effect on the well-being of those who attend YC. The ST members should address these potential emergencies as they occur and can be done in a safe manner for themselves.

Lost or Endangered Children, Fire/Emergency Evacuation, Parking Lot Vandalism, Medical Emergencies, & Intruders intent on harm or disruption are all incidents the team should be prepared to address.

Section 3

Security



3.01 Duty Hours

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On the weekend days, the hours of coverage should begin no later than one-half hour before the church services start and should end no sooner than one-half hour after the services ended. SVL should plan to be on campus 1 hour prior to the beginning of service(s) to get radios distributed and be ready to meet team members. SVL should also be prepared to help with locking the building after a service closes. The hours of coverage for YC sanctioned events and day-to-day activities will be determined on a case-by-case basis.

Regular YC Services (select Campuses may have additional services):

Saturday

Doors unlocked and perimeter check (SVL)	3:30 pm
1st Service team on duty	4:00 pm
Shift change	5:30 pm
Lock all exterior doors/End of shift	7:30 pm

Sunday

Doors unlocked and perimeter check	8:00 am
1st Service team on duty	8:30 am
Shift Change	10:00 am
Lock all exterior doors/End of shift	12:15 pm

Wednesday

Unlock doors and perimeter check (SVL)	6:00 pm
ST on duty	6:30 pm
Lock all exterior doors/End of shift	8:30 pm



3.02 Staffing

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Staffing of the ST will be based on the projected need. While it is the goal to fully staff the ST Security Function and Medical Function, YC acknowledges that staffing will be based on the willingness and availability of the ST member. Staffing at YC sanctioned events and for day-to-day activities will be determined on a case-by-case basis.

The STL must be fully informed if a location is unmanned during coverage of an event. Once assigned a station, ST members must notify the STL if he or she leaves the station prior to the conclusion of ST coverage of the event to ensure uninterrupted coverage of all locations.

Members of the ST are asked specifically to not congregate in open areas of the lobby or other entrances. If face-to-face communication is needed among 3 or more ST, utilize the Comms Center.

Preferred Minimum Staffing*:

<u>Campus</u>	<u>Day</u>	<u>Staffing</u>
Central Valley	Saturday	6
	Sunday	6
	Wednesday	4
Kuna	Sunday	5
	Wednesday	5
Surprise Valley	Sunday	4
	Wednesday	3
West Valley	Sunday	5
	Sunday PM	5

* Staffing numbers on this table reflect Security. If Security is not proficient in First Aid care, including a Medical Team member is optimal.



3.03 Scheduling

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The *SignUpGenius* scheduling program will be used to communicate the projected need. The current on-line scheduling program is accessed via the Internet and will require you to create a login (email address) and a password.

Common Events Needing Coverage (list not exhaustive)

- Weekend Services
- Midweek (Wed.) Classes for Children, Youth, and Adults
- Church Events, e.g. Easter Egg Hunt, Trunk or Treat, Christmas Eve, Nights of Worship, VBS, etc.

Potential Events That May Need Coverage (list not exhaustive)

- Church Conferences & Seminars, e.g.
 - Understanding Mormonism
 - Basics of Islam
 - Marriage Weekend
- Guest Speakers
- Church-sponsored Concerts
- YC Partner Ministry Events
- Community Events

Request For Safety Team Coverage

The request to extend the ST coverage to YC sanctioned events or for day-to-day activities should be made to the SML. An YC Event Planning Form should be submitted a minimum of 6 weeks in advance.

Scheduling Safety Team Trainings & Gatherings

All events should appear on the YC Ministry Calendar. The STL should have access to this calendar on Google. Like all YC Ministries, ST training and gatherings need to be on the church calendars. The procedure for scheduling on calendars is as follows:

1. Complete an YC Event Planning Form and turn it into the MOA.
2. SML will be notified of approval and can check the YC Ministry Calendar to confirm.



3.04 Priority Areas

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While all areas within the facility should be monitored, the established priority in the YC Policy should be followed. Depending on the locations of the different Children's Ministries, it may be necessary to have two or more ST members assigned.

Main Lobby

The Security Team member(s) should be positioned in a way that they can monitor exterior entrances and lobby gathering areas.

Kids Ministry

The Security Team member(s) should be positioned in a way that they can monitor the Kids Ministry hallway entrances.

Worship Center

ST members assigned to monitor the Worship Center should meet with the SVL prior to the beginning of the assigned service. Members should position themselves in a location where they can monitor those in attendance and intercept a threat to those on the stage.

Other Areas

Each campus is unique. The SVL is responsible to assign Security Team members to appropriate areas beyond the above locations.

Whenever a threat is perceived, the ST member should:

1. Radio the SVL
2. Move toward the threat so that the speaker and/or others on stage know that the ST member is aware of the issue
3. Take the necessary steps to minimize the threat while attempting to cause the least amount of distraction (See 3._ Disruptive Persons)

ST members assigned to the auditorium shall not be utilized for usher related duties or communion/collection related duties.



3.05 Assessing Threats

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While observing and monitoring crowds, ST Security Function team members will attempt to identify potential offenders and/or unusual or suspicious behavior. These behaviors are outlined in the “Left of Bang”* guidelines wherein a Positive Atmospheric should reflect “Comfortable” behaviors. Observation and contact should be made with people displaying “Highly Dominant” or “High Uncomfortable” behaviors and should be assessed for Action.

* See “Appendix B - Recommended Reading”



3.06 Suspicious or Unlawful Activity

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When a suspicious person, suspicious activity, or an unlawful act is observed, the team member will attempt to contact and advise the SVL or STL or designee immediately, and then take appropriate action. The SVL or STL will as necessary,

1. Coordinate ST actions
2. SVL will instruct the ST Comms Center or ST member to contact local law enforcement.

ST Security Function Team members should remain calm and not bring attention to themselves, unless, or until such time, as it is appropriate.

Suspicious Activity Examples

While the list of suspicious activities is virtually endless, listed below are some of the more common examples.

- Unknown, unidentified, or unauthorized individuals approaching the stage during the church services.
- Unknown, unidentified, or unauthorized individuals in restricted, prohibited, unauthorized or unusual areas of the church.
- Individuals wearing clothing that could potentially conceal weapons.
- Individuals carrying large backpacks, duffle bags, garment bags, etc.
- Individuals exhibiting behaviors, not in line with everyday behaviors at the church or event. For example, individuals may appear to be overly emotional, distressed, agitated, sweating, or nervously looking in multiple directions.
- Any person who is openly carrying a firearm of any description.



3.07 Disruptive Person in the Worship Center

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Policy

In the event that a person verbally or physically disrupts the worship service, the YC ST will prevent harm to the congregation and may assist the disruptive person (DP) to exit the worship service.

Procedure

1. Immediately upon a disruption, the ST will simultaneously:
 - a. Notify the ST Lead by radio. ST Lead may give instructions for additional ST members' aid. Unless previously occupied with another ST event, all ST members should head toward the main lobby and Worship Center.
 - b. Take a post at each end of the row where the DP is seated, and at the front and back of the exit aisles adjacent to that same row, and at the foot of the steps at center-stage.
 - c. Allow the Speaker¹ to address the DP, to encourage the DP to sit and talk later or to leave, and to warn the DP that such disruptions to the service automatically put into motion safety protocols and if the DP does not comply the ST will contact 911 and security procedures will be followed.
2. If the DP refuses to comply with the instructions given by the preacher/staff person on stage:
 - a. The ST will call 911 and request Law Enforcement (LE) assistance. The preferred option is for YC ST Dispatch to make this call and monitor via radio and overhead cameras.
 - b. The Campus Minister, Minister of Administration, or other senior staff member will go on-stage, entering from either side, and stand approximately 6-10 feet behind and to one side of the Speaker in the event he/she needs to be escorted off-stage. The Speaker will not be escorted off-stage unless the DP is using danger language², has threatened physical harm, or has displayed a weapon³. If a weapon is seen by ST, ST will respond according to current policies or procedures.
 - c. In addition, the YC Production Team will cut video feeds to I-Mag and online according to their policies or procedures. If the band is on-stage, the band members will exit at the stage doors according to their policies or procedures.
3. The ST members at each end of the row where the DP is seated will signal first the attendees in the same row as the DP to exit their seat and exit the Worship Center at the rear. ST members posted at the rear will give further directions as needed. The row immediately behind the DP and then immediately in front of the DP will individually be signaled to exit in the same manner.

4. If the DP has not exited by the time the three rows have been evacuated, a ST member will slowly step into the row while the ST member at the other end of the row steps toward the stage to allow an avenue of exit for the DP. ST will ask the person to leave but will not physically remove the DP. It is important to verbally and clearly ask the DP to leave so the DP can be trespassed when LE arrives and if the YC Leadership wishes to do so. ST may encourage nearby attendees to exit in a safe and directed manner as appropriate.
5. If the DP exits the Worship Center or property before LE arrives, ST will not detain the DP. ST will gather as much information as possible (e.g. name, description, vehicle, time and direction of travel last seen, etc.) and relay the information to LE upon their arrival or to 911 dispatch if possible.

1 Speaker - Any staff or authorized volunteer who is on-stage and engaging the congregation.

2 Danger language - Aggressive and accusatory language (e.g. "liar," "demon," "devil", derogatory name-calling, etc.)

3 Weapon - Any item that the DP has in his/her possession and has indicated intent to use the item to harm another person.



3.075 Unauthorized Child Pickup

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Policy

YC Safety Team will not allow an unauthorized person to remove a child from an YC Children's Ministry class or event. ST members will respond to an unauthorized child pick-up situation when an YC staff or volunteer requests ST, a parent or guardian requests ST, or a ST member recognizes a verbal or physical confrontation in the child pick-up area.

Procedure

1. ST Lead (see "*Safety Team Lead and Post Responsibilities*" Policy) will respond to the incident location immediately. ST Lead will communicate via radio to instruct a second ST member to respond if one is not already on scene and may reassign ST members to cover posts as needed.
2. ST will gather information from the Children's Ministry staff or volunteer and from the person attempting to pick up the child. One ST member will question the YC staff/volunteer and another ST Member will question the person a safe distance from the classroom. The child may also be gently questioned to help identify the person.
3. If the person does not have a KidCheck ticket then the child will not be released until his/her identity is verified in the KidCheck software or by an authorized parent/guardian or by law enforcement personnel.
4. If the person becomes aggressive or attempts to enter the classroom, ST will place himself/herself between the classroom and the person and will instruct the YC Staff/volunteer to close and lock the door. ST Lead may request additional ST members respond and may request the Campus Minister to respond to the incident location. ST or YC Staff may instruct YC ST Dispatch to call 911 for Law Enforcement assistance.

If the person attempts to forcibly take the child without authorization, ST may physically prevent the taking of the child. Physical action is a last resort to protect the child and YC staff, volunteers, and attendees. If the incident becomes physical at any time, ST Lead will instruct YC ST Dispatch to call 911 and request police assistance. If the incident becomes physical, the Campus Minister and the Minister of Administration shall be contacted as soon as possible and will respond to the incident location immediately.



3.08 Escorting Finances

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After the offering has been taken, a minimum of one Security Team member should monitor the movement of the finances. The Security Team member will not physically handle the finances or be involved in the counting process.



3.09 Escorting a Guest Speak

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When a request to provide Speaker Escort Service is made, the MOA, CM, and/or SML will meet with the speaker to determine the level of protection being requested. Items that should be discussed include, but are not limited to:

1. The need for an armed ST member
2. The level of acceptable interaction between the public and the speaker
3. The duration of the escort
4. The location parameters of the escort.
5. Previous or known threats

An escort may be provided upon submission of a written Memorandum of Understanding and approval signature by the SML and the MOA.



3.10 Midweek Security for Students and Kids Ministry

YC SAFETY MINISTRY HANDBOOK - Updated July 2023

Midweek services and participants have more energy and more opportunity for injury and security incidents. In addition to normal responsibilities, ST members should consider the following:

1. Active effort to safeguard and prevent physical harm.
2. Monitor the facility so that students are not inappropriately roaming the halls. Safety Team members may remind students to remain in appropriate areas and then notify staff or a Students/Kids Ministry volunteer so that Students/Kids Ministry can take appropriate action according to YC Policy.
3. No one should be in the YC Coffee Shop without Youth Staff Volunteers. Safety Team members may remind students to remain in appropriate areas and then notify staff or a Students/Kids Ministry volunteer so that Students/Kids Ministry can take appropriate action according to YC Policy.
4. Students can be seated outside the group as long as they have permission from staff or a volunteer leader. If students are away from the group without permission, notify staff or a Students/Kids Ministry volunteer so that Students/Kids Ministry can take appropriate action according to YC Policy.
5. If students are engaging in dangerous play or activity, a warning is appropriate. Immediately notify YC staff or a Students/Kids Ministry volunteer of the behavior so that Students/Kids Ministry can take appropriate action according to YC Policy.
6. Staff and volunteers are designated by lanyard tags.



3.11 Registered Sex Offenders (RSO)

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The MOA and CM should be notified immediately when it becomes known that any individual arriving at church is an RSO. The MOA and CM should introduce themselves to the individual and conduct a private interview, along with another YC staff member to:

1. Determine the extent of the crime
2. Determine the conditions of parole/probation
3. Acquire the parole/probation officers contact information.

The MOA or SML should then contact the respective parole/probation officer for input regarding the appropriate parameters that should be applied to the RSO while attending YC. The MOA should then relay those parameters to the RSO. The parameters should include, but are not limited to:

1. The lifetime prohibition of working in the Children's or Youth Ministries
2. The restriction or limitation to use a single designated entrance/exit furthest from the Children's and Youth area.

The enforcement of the RSO policy will require that the RSO check in with the MOA or SVL or STL depending on the availability of the MOA prior to attending church services and events. A Memorandum of Understanding will be created and signed by the RSO, MOA, CM, and SML prior to the RSO's attendance.

The MOA reserves the right to restrict any RSO deemed to be a threat from attending church, on a case-by-case basis. Circumstances that may be considered can include, but are not limited to: failure to comply with the established parameters, the frequency or heinousness of the crime, and proximity to the victim(s).

The MOA, CM, and/or SML should advise the Service Minister and on-duty ST Security team members of the identity and location of the RSO.



3.12 Use of Force

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In the church setting, the vast majority of public contacts will not exceed the observation, professional presence, and/or the verbal contact level. ST Security Team members who receive a report of a threat or observe an actual or perceived threat against themselves or another, and have received previous use of force training, will comply with that training. ST Security Team members who have not received prior use of force training, and receive or observe an actual or perceived threat against them or another, may use force commensurate with the actual or perceived threat observed or received.

Nothing in this Handbook precludes the ST Security Function team members from defending themselves from an actual or perceived threat.

Nothing in this Handbook directs ST Security Function team members to do anything that would knowingly jeopardize their safety or the safety of any other person.



3.125 Less Than Lethal - OC

YC SAFETY MINISTRY HANDBOOK - Updated Jan 2024

Many incidents require more than words but less than deadly force. Less than lethal options provide opportunity for appropriate use of force in those in-between situations.

Members of the YC Safety Ministry are allowed to carry Oleoresin Capsicum spray, gel, or foam, commonly referred to as OC or Pepper Spray, under the following provisions.

If a Safety Ministry member chooses to carry Pepper Spray

- Safety Ministry members are responsible to purchase their own OC. The OC must be produced by a reputable and quality manufacturer. The All-Campus Safety Ministry Lead and/or Training Coordinator may deny the use of an OC canister at his/her discretion.
- To ensure effective use for the length of an incident, a minimum canister size of 1 oz is required. The OC must be able to be concealed in the same manner as a firearm. Safety Ministry members should consider the physical size of the canister when purchasing for concealed carry.
- The OC must be tested and proved by the manufacturer to produce an accurate and concentrated stream at a distance of 12 ft, minimum.
- The OC canister must have an effective safety feature to prevent a negligent discharge.
- The spray apparatus must be able to deploy at any angle.
- Training and certification provided by YC is mandatory before a Safety Ministry member is allowed to carry OC.

Note: Sabre OC gel is used by LE agencies across the US including NYPD, Chicago PD, and the US Marshall's Office, and meets the above requirements.



3.13 Firearms Policy

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No member of YC, including Safety Team members, may bring a rifle or shotgun, of any make or model, into any building belonging to YC without the approval of all of the following: the Elders, the Senior Minister, the MOA, and the CM.

While YC does not require carrying a handgun to serve as a member of the ST, a team member may choose to carry a handgun. That decision is entirely at the discretion of the team member, but subject to the approval of the SML. Such approval will be given only upon submission of proof that the team member has met the following requirements:

1. Legal possession of an Idaho Enhanced Concealed Carry Permit.* This permit is the Idaho legal standard to carry on College Campuses and is an appropriate legal requirement to create a “safe and secure environment during all services and other gatherings of the church at [Your Church Here].”
2. Pass the YC Qualification.** Passing the qualification is a requirement to carry a handgun while serving on the ST. All ST members who wish to carry concealed, regardless of current LE employment or passed experience, must pass the Qual. *Team members who do not pass the test shall not carry a handgun while serving on the team until such time as the Qual is passed.*
3. Annual renewal of passing the Qualification will occur between August 1 and November 15 of each year.

Other YC firearms requirements:

- Minimum caliber: 9mm
- Maximum caliber: .45
- Ammo (on duty): JHP factory loads only
- Ammo (at the range for YC training or the Qual): FMJ factory loads only
- Number of firearms: Two maximum
- Type of firearm: Modern semi-auto pistol (no revolvers or long guns). A firearm may be disqualified from use on the ST by a Range Safety Officer, ST Coordinator (Leadership Team), or an YC Staff member. The decision may be appealed and a final decision made by the ST Ministry Lead, the Campus Minister, and the Minister of Administration.
- Concealment: Weapon shall be concealed while on YC property and/or serving as YC ST. Intentional effort to reduce printing is encouraged.***
- Weapons: ST Security Function Team Members who are authorized to carry a weapon per policy and who choose to carry shall provide their own weapon, ammunition, holster, etc. YC shall not provide weapon related

items. Members shall qualify with the firearm and holster that they will conceal carry at church. Safety Team members are strongly encouraged to practice regularly at a range.

The STL will keep track of all team members and their compliance with the requirements and suggested training for this Firearms Policy.

*Active duty law enforcement officers do not need to obtain an Idaho Enhanced CCW but shall produce documentation of their current employment with a LE agency.

**Retired law enforcement personnel and inactive law enforcement will be asked to complete the standard requirements of the Firearm Policy.

*** If, while at any YC event or location, a ST member must remove his/her pistol for any reason other than to address a threat, the ST shall do so in a private Staff restroom with the door locked. Positive control (in physical control) of the pistol is optimal. Passive control (e.g. placing the pistol securely on a counter) is acceptable but not optimal. If a ST is not in control of his/her pistol at any time, they will be instructed to immediately holster the pistol, leave the YC property or YC event, and schedule a time to meet with the SML to determine the members future on the ST.



YC Safety Team Pistol Qualifications

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NAME: _____ DATE PASSED: _____

FIREARM: _____ CALIBER: _____ SERIAL#: _____

RANGE OFFICER: _____

Preparation and Description:

- 43 rounds of ammunition required to complete all stages of fire.
- All rounds must be verified to be on the target to pass.
- Shooter must have one (1) inert round available for a later specified stage of fire
- Only inoperable firearms will be allowed as a defense for not completing a stage of fire. Shooter caused stoppages, running out of ammunition (or time) are not valid defenses.
- Shooters will get three (2) attempts/day at qualifying with no "practice attempts" allowed to count towards a qualifying score.
- The course will be fired on an IPSC target. Any complete misses or overtime shots shall be disqualifying shots for that attempt. Individual stages of fire may not be repeated.
- ALL stages will start with a holstered firearm from concealment UNLESS otherwise noted in the descriptions.

STAGES OF FIRE:

1. 1 yard line: Draw and fire 3 rounds from any weapon retention position in 5 seconds
2. 3 yard line: Draw and fire 2 rounds in 5 seconds, dominant hand (one-handed only)
3. 3 yard line: Start at low ready position with pistol in the support hand (one-handed only), and fire 2 rounds in 4 seconds
4. 5 yard line: Draw and fire 2 rounds center mass, and 1 round to the head in 6 seconds
5. 7 to 10 yard lines: Draw and fire 5 rounds at 7 yard line in 10 seconds while retreating (moving) to the 10 yard line
6. 10 to 7 yard lines: Draw and fire 5 rounds in 10 seconds while advancing to the 7 yard line
(Administrative Note) Replace current magazine in pistol with a magazine pre-loaded with only two rounds, giving the shooter a total of 3 rounds in the pistol (Do NOT rack the slide)
7. 7 yard line: Draw and fire 3 rounds, conduct emergency reload while moving laterally and fire 2 more rounds. Total time is 10 seconds allowed for this stage of fire (Administrative Note) When above stage is complete and firing line is safe, allow shooter(s) to pick up empty magazines. Shooter will load 4 live rounds and 1 inert round in magazine, ensuring that the inert round is not loaded first. Place that magazine in the pistol, so that the shooter now has a total of 5 live rounds and 1 inert round in the weapon.
8. 7 yard line: Draw and fire 5 rounds including stoppage clearance in 12 seconds
9. 7 yard line: Start at ready position with pistol in support hand (one-handed only) and fire 4 rounds center mass in 7 seconds
10. 7 yard line: Draw and fire 2 rounds center mass, and 1 round to the head in 7 seconds
11. 15 yard line: Draw and fire 6 rounds in 9 seconds

Section 4

Medical



4.01 Medical Staffing

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The ST Medical Team will be staffed with current medical professionals, retired medical professionals, or those with previous training and employment as a medical professional.

The SML will make the final decision on the qualification/disqualification of a potential applicant.

Medical Team members will check out a pager for the service or event they are attending, advise the SVL of their availability, and be prepared to respond if the pager is signaled. The Medical Team member will replace the pager at the end of the service or event.

Coverage Area: The ST Medical Team will not have a designated coverage area, but will respond to the location of need when requested.



4.02 First Aid & Patient Care

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The ST Medical Team members will attempt to effectively and efficiently handle any initial response to a medical related emergency that occurs during their shift. The most qualified member at the scene of an injury or medical emergency may care for the patient to the best of their ability. The Medical Coordinator will collect information on YC members who are medical professionals to be able to employ them as a resource in an emergency.

At a minimum, YC Medical Team administered patient care will comply with Good Samaritan laws or guidelines. During treatment, the patient's privacy/comfort should be considered and whether moving them to a private area would be in their best interest.

The emergency care provided by the YC Medical Function team member(s) is short term, limited in scope and duration, and will discontinue when the patient denies further care, or when the fire department and/or paramedic assumes patient care.

The SVL is responsible for instructing the ST Comms Center to call 911 to request EMS if needed or if requested by the patient and/or patient's family.



4.03 Medical Equipment

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The Medical Coordinator shall monthly check any equipment inventory, restock, and complete any appropriate paperwork.

The Medical Coordinator may perform monthly checks on the AED equipment and will ensure the upkeep and proper replacement of batteries in the AED and training AED.



4.04 AED Use

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The Automated External Defibrillator (AED) is available for any responsible person to use in a cardiac emergency. The AED is designed to be used by any willing person whether they have had training on the AED or not.

The Medical Coordinator is responsible to maintain the AEDs at all YC campuses.

Appendices



Appendix A - Relevant Idaho Code

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Title 18 - Crimes and Punishments

Chapter 40 - Homicide

18-4009. Justifiable homicide by any person. Homicide is also justifiable when committed by a person in any of the following cases:

1. When resisting any attempt to murder any person, or to commit a felony, or to do some great bodily injury upon any person;
2. When committed in defense of habitation, property, or person, against one who manifestly intends or endeavors, by violence or surprise, to commit a felony, or against one who manifestly intends and endeavors, in a violent, riotous or tumultuous manner, to enter the habitation of another for the purpose of offering violence to any person therein; .
3. When committed in the lawful defense of such person, or of a wife or husband, parent, child, master, mistress, or servant of such person, when there is reasonable ground to apprehend a design to commit a felony or to do some great bodily injury, and imminent danger of such design being accomplished; but such person, or the person in whose behalf the defense was made, if he was the assailant or engaged in mortal combat, must really and in good faith have endeavored to decline any further struggle before the homicide was committed;
4. When necessarily committed in attempting, by lawful ways and means, to apprehend any person for any felony committed, or in lawfully suppressing any riot, or in lawfully keeping and preserving the peace.

Title 19 - Criminal Procedure

Chapter 2 - Prevention of Public Offenses

- 19-201 Lawful Resistance
- 19-202 Resistance by Threatened Party
- 19-202A Legal Jeopardy in cases of self-defense and defense of other threatened parties
- 19-203 Resistance by other parties
- 19-204 Prevention of offenses by officers of justice
- 19-205 Prevention by persons assisting officers

Title 6 - Actions in Particular Cases

Chapter 8 - Actions for Negligence

6-808 Civil immunity for self-defense

(1) A person who uses force as justified in Section 18-4009, Idaho Code, or as otherwise permitted in sections 19-201 through 19-205, Idaho Code, is immune from any civil liability for the use of such force except when the person knew or reasonably should have known that the person against whom the force was used was a law enforcement officer acting in the capacity of his or her official duties.

(2) The court shall award reasonable attorney's fees and costs incurred by the defendant in any civil action if the court finds that the defendant is immune from such action pursuant to this section.

(3) As used in this section, "law enforcement officer" means any court personnel, sheriff, constable, peace officer, state police officer, correctional officer, probation or parole official, prosecuting attorney, city attorney, attorney general, or their employees or agents, or any other person charged with the duty of enforcement of the criminal, traffic, or penal laws of this state or any other law enforcement personnel or peace officer as defined in chapter 51, title 19, Idaho Code.



Appendix B - Recommended Reading

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Evil Invades Sanctuary: The Case for Security in Faith-Based Organizations

By Carl Chinn

Left of Bang: How the Marine Corps' Combat Hunter Program Can Save Your Life

By Jason A. Riley and Patrick Van Horne

Verbal Judo: Redirecting Behavior With Words

By George J. Thompson, Ph.D

On Combat

By Dave Grossman



Appendix C - Coordinator Roles

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The Safety Team Coordinators are ST members who have been recruited and have accepted leadership roles. The ST Coordinators meet monthly to discuss events of the previous month, discuss policy and procedure, discuss ST opportunities and challenges at each campus, and plan for upcoming events. Each role is defined below.



Campus Operations Coordinator, _____ Campus

YC SAFETY MINISTRY HANDBOOK - Updated Mar 2023

1. Promote the character of Jesus Christ among the volunteers who serve on the safety team.
 - a. Every ministry of YC shares the core value of obedience to Christ. This means that the safety team promotes spiritual growth in the lives of everyone who participates.
 - b. Reach, Teach, Equip, and Send defines the mission of YC. Involvement on the safety team should promote personal growth for its members in these defined areas of YC's plan to obey the great commission.
 - c. Those volunteers who demonstrate a pattern of disregarding and violating this value will be excused from the safety team.
2. Recruit, train, and empower a pool of **Service Leads** to lead and oversee safety team members to cover security posts during weekend services.
3. Coordinate with the church calendar to have safety team members available for *agreed upon* special events at the church.
4. Oversee directly and through approved leaders the procedures and protocols that have been established by YC during services and events at the church building.
5. Coordinate a "first shift" orientation for new Safety Team members.
6. Send a weekly Service report to safetyteam.YC@gmail.com
7. Participate in the monthly Safety Team Coordinators' Meeting.
8. Recruit new volunteers who may be qualified for this ministry.

The **Campus Operations Coordinator** answers directly to the **Campus Minister** and the **Safety Ministry Leader**.

This is a 12-month commitment from September through August at which time the option for *re-upping* may be offered. If for some reason you are unable to complete this term, please give notice as far in advance as possible allowing at least one month for an alternate to be recruited, vetted, and trained.

Campus Operations Coordinator _____ Date ___/___/20___

YC Staff Representative _____ Date ___/___/20___



Administrative Coordinator

YC SAFETY MINISTRY HANDBOOK - Updated Mar 2023

1. Promote the character of Jesus Christ among the volunteers who serve on the safety team.
 - a. Every ministry of YC shares the core value of obedience to Christ. This means that the safety team promotes spiritual growth in the lives of everyone who participates.
 - b. Reach, Teach, Equip, and Send defines the mission of YC. Involvement on the safety team should promote personal growth for its members in these defined areas of YC's plan to obey the great commission.
 - c. Those volunteers who demonstrate a pattern of disregarding and violating this value will be excused from the safety team.
2. Processing of Paperwork
 - a. Onboarding
 - i. Applications
 - ii. Background Checks
 - iii. Membership
 - iv. Idaho Enhanced CCW
 - v. YC Pistol Qual
 - vi. Distribute digital copy of the ST Handbook and record receipt thereof
3. Keeping Records Current
 - a. Paper files for the safety team
 - i. Onboarding documents
 - ii. Serving records
 - iii. Training records
 - b. Future - Move records to a paperless system
4. Participate in the monthly Safety Team Coordinators' Meeting.
5. Recruit new volunteers who may be qualified for this ministry.

The Admin Coordinator answers directly to the Safety Ministry Leader.

This is a 12-month commitment from June through May at which time the option for *re-upping* may be offered. If for some reason you are unable to complete this term, please give notice as far in advance as possible allowing at least one month for an alternate to be recruited, vetted, and trained.

Admin Coordinator _____ Date ___/___/20___

YC Staff Representative _____ Date ___/___/20___



Training Coordinator

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1. Promote the character of Jesus Christ among the volunteers who serve on the safety team.
 - a. Every ministry of YC shares the core value of obedience to Christ. This means that the safety team promotes spiritual growth in the lives of everyone who participates.
 - b. Reach, Teach, Equip, and Send defines the mission of YC. Involvement on the safety team should promote personal growth for its members in these defined areas of YC's plan to obey the great commission.
 - c. Those volunteers who demonstrate a pattern of disregarding and violating this value will be excused from the safety team.
2. Pistol Qualifications for Team Members
 - a. Once paperwork is complete - qualify on the shooting range those who desire to carry concealed.
 - b. Managing the schedule and reporting for annual requalification of all members annually from August 1 to September 30.
3. New Member Orientation
 - a. Coordinate with the Campus Operations Coordinators and the Admin Coordinator to ensure each new Safety Team member has received and reviewed the ST Handbook and Procedures.
4. Schedule and oversee regular team training for Security. Coordinate with the Medical Coordinator to schedule medical training and refresher courses.
5. Participate in the monthly Safety Team Coordinators' Meeting.
6. Recruit new volunteers who may be qualified for this ministry.

The Training Coordinator answers directly to the Safety Ministry Leader.

This is a 12-month commitment from June through May at which time the option for *re-upping* may be offered. If for some reason you are unable to complete this term, please give notice as far in advance as possible allowing at least one month for an alternate to be recruited, vetted, and trained.

Training Coordinator _____ Date ___/___/20___

YC Staff Representative _____ Date ___/___/20___



Medical Coordinator

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1. Promote the character of Jesus Christ among the volunteers who serve on the safety team.
 - a. Every ministry of YC shares the core value of obedience to Christ. This means that the safety team promotes spiritual growth in the lives of everyone who participates.
 - b. Reach, Teach, Equip, and Send defines the mission of YC. Involvement on the safety team should promote personal growth for its members in these defined areas of YC's plan to obey the great commission.
 - c. Those volunteers who demonstrate a pattern of disregarding and violating this value will be excused from the safety team.
2. Coordinate for all campuses the supplies requests and replenishing of the following:
 - a. 1st Aid Kits
 - b. Classroom Bandage Kits
 - c. Trauma Kits
 - d. AEDs
3. Coordinate with the Training Coordinator to schedule and overseas training for:
 - a. CPR
 - b. AED
 - c. Basic 1st Aid and appropriate "first responder" care
 - d. Trauma Kit and traumatic injury patient care
4. Coordinate Medical Team members when they are on campus.
5. Participate in the monthly Safety Team Coordinators' Meeting.
6. Recruit new volunteers who may be qualified for this ministry.

The Medical Coordinator answers directly to the Safety Ministry Leader.

This is a 12-month commitment from June through May at which time the option for *re-upping* may be offered. If for some reason you are unable to complete this term, please give notice as far in advance as possible allowing at least one month for an alternate to be recruited, vetted, and trained.

Medical Coordinator _____ Date ___/___/20___

YC Staff Representative _____ Date ___/___/20___



Chaplain

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1. Promote the character of Jesus Christ among the volunteers who serve on the safety team.
 - a. Every ministry of YC shares the core value of obedience to Christ. This means that the safety team promotes spiritual growth in the lives of everyone who participates.
 - b. Reach, Teach, Equip, and Send defines the mission of YC. Involvement on the safety team should promote personal growth for its members in these defined areas of YC's plan to obey the great commission.
 - c. Those volunteers who demonstrate a pattern of disregarding and violating this value will be excused from the safety team.
2. Pray with and for all team members regularly.
3. Regularly check in with team members on their spiritual health and that of their families starting with their marriages.
4. Shepherd team members according to the leading of Jesus and the needs that arise.
 - a. You may offer pastoral care.
 - b. Be prepared to refer those who need more attention to Pastoral staff or Stephen Ministry.
5. Participate in the monthly Safety Team Coordinators' Meeting.
6. Recruit new volunteers who may be qualified for this ministry.

The Chaplain answers directly to the Safety Ministry Leader.

This is a 12-month commitment from June through May at which time the option for *re-upping* may be offered. If for some reason you are unable to complete this term, please give notice as far in advance as possible allowing at least one month for an alternate to be recruited, vetted, and trained.

Chaplain _____ Date ___/___/20___

YC Staff Representative _____ Date ___/___/20___