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Security Team Handbook

Contact Information



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Worship Life Church Vision



Worship Life exists to encounter God's presence, equip believers, and build community. The security team impacts every pillar of the WLC vision. When the house is secure, congregants can freely encounter the presence of God, grow in their faith, and flourish as a community.

Team Scripture & Overview

Unless the Lord builds the house, they labor in vain who build it; Unless the Lord guards the city, the watchman stays awake in vain. Psalm 127:1

Welcome to the team! The security team is called to be natural and spiritual watchmen and gatekeepers to ensure the physical safety and wellbeing of all, that WLC may encounter God's presence freely, in spirit and truth.

Team Leader Responsibilities

- Attend meetings and relay relevant information to the team.
- Take charge in situations that require a security response:
 - Natural Disasters
 - Emergency situations (breach of premises, active shooters, theft, emergency evacuation)
 - Safe removal of First Family in an emergency situation
 - Initiate 911 calls
 - Ensure that all team members adhere to their assigned security responsibilities
- Participate in the orientation process of new servant leaders
- Document the discontinuance/change of status for servant leaders (found on leadership page of website)
- Schedule security team in Planning Center (monthly)
- Coordinate security training for team
- Submit annual budget for ministry (submitted by 12/1)
- Complete purchase orders
- Secure offertory and payment for Compass
- Investigate security complaints
- Coordinate with local law enforcement, contractors or private security firms for services
- Implement changes relevant to the current affairs involving church-related violence
- Participate in the development, implementation, and monitoring of surveillance systems

Team Roles & Responsibilities

Requirements to Serve:

- Clear background check
- The ability to stand at least 2 hours consecutively

General Responsibilities of the Security Team:

- Assist in security activities
- Report unusual incidents/accidents to team leader
- Maintain familiarity and awareness of building exit plan for emergency response (see addendum 1)
- Secure area for stabilization team in the event of a medical emergency
- De-escalate disruptive/dangerous persons during services and office hours

Team Assignments:

- Children's Area Coverage
 - Conduct routine facility sweeps to ensure doors are locked from the inside and children are secure
- Sanctuary & Offertory Coverage (Media & Vestibule included)
 - Front row positions: L1, R1
 - Rear row positions: L2, R2
 - Point Position: Rear Center of Sanctuary
 - Offering (Team Lead)
- Parking Lot & Campus Coverage
 - Sweep the parking lot during & after service
 - Escort individuals to their vehicles as needed
- Access Coverage
 - Ensure that security system is armed/disarmed
 - Ensure doors are locked/unlocked

Team Trainings

Mandatory Trainings:

- Background Check
- Shadow experienced team members (2 months)
- CPR Training
- Mental Health Training
- De-Escalation Training
- Self-Defense Training
- Armed Defense Skills Training for the understanding of the law regarding the use of a weapon (recommended, not required)
- Seodon Radio & Earpiece Training.
- Security Codes & Signaling Training (addendum 2)
- Active Shooter/Emergency Evacuation Training
- Hazardous Material Training
- Planning Center Training
- Situational Awareness Training

Security Services for Special Events:

- Guest Speakers
- 5th Sunday Outreach Events, when applicable
- Church Picnic and/or Outdoor Functions, when applicable

Addendum 2

Radio Codes

Red: Fire

Blue: Cardiac Arrest

Yellow: Bomb threat/suspicious package

Gray: Combative/disruptive person

Pink: Missing infant/child abduction

Orange: Spill (hazardous material / chemical spill)

Silver: Person with weapon/hostage

Black: Severe weather

Green: Offering Breach

Campus Secure: Sweep of campus and/or lock down

Code Triage: Internal/external disaster (911 assistance needed)

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