# Security

* **Open Up the church**
* **Money banked**
* **Lock up**
* **Take responsibility for any security/emergency issues**

**Before the service**

* Arrive **40** minutes before services
* Open church, Ministry Centre, and kitchen
* Do a quick check to see that the bathrooms are reasonable and fix if necessary. (Toilet paper etc is stored in the storeroom).
* Unlock vestry safe for Eucharist servers
* Turn on lights and fans as required. Open windows if required
* Offer to pray with clergy before service begins

**During the service**

* Be prepared to step in if an accident or incident occurs
* At any time, be ready to assist clergy as required
* Deal with any interference in the service
* You are the security officer on duty so take charge if an ambulance is required.

**After the service**

* **Count the money with the welcomer**
* Check the safe is locked and any monies are in the safe
* Close all windows
* Turn off all lights, fans and TV main switch in entry
* **Lock all doors – vestry, bell tower, entry, Ministry Centre entrance and carpark entrance.**
* Note any maintenance issues if necessary and email to administrator
* Complete INCIDENT/ACCIDENT report form if necessary
* **Run the carpet sweeper to do a quick clean or delegate to a willing other.**