

UNITARIAN UNIVERSALIST CONGREGATION OF PHOENIX

GROUP CHARTER

Name of group? Safe Congregation Team

Leaders of the group? Members of the group are Dale Fisher, Deborah Froelich-Freeman, Jan Kaplan, Victoria Myers, Christine Seashore, and Donna Featherston. Reverend Christine is serving as the team leader.

Mission of the group? Develop, maintain, and improve the physical safety of our campus to protect people and property and provide communication and education that builds a culture of safety at UUCP.

How does this mission serve the mission of UUCP? Creating a safety culture directly responds to three of Unitarian Universalism's shared values:

Justice: Working to create diverse, multicultural communities where all can thrive by dismantling racism and systemic oppression.

Equity: Declaring that every person has the inherent right to flourish with dignity and worthiness, and committing to build fully accessible and inclusive communities.

Transformation: Acknowledging the necessity of adapting to a changing world and engaging in spiritual and ethical growth. Our UUCP vision, to be a spiritual community for our time, challenges us to be theologically diverse, radically inclusive, and justice centered. These values and vision require us to create a supportive and safe environment for learning, growth, and challenge. A variety of potential risks and dangers are inherent in operating a congregation. If we are to be a caring community, we must work continually to ensure that everyone who comes here feels valued and safe.

What kinds of activities are you engaged in?

- Assist the Board and Minister in defining, communicating, and maintaining overall safety at UUCP, with sensitivity to and incorporation of the perspectives of minority and marginalized populations.
- Develop, review, communicate, and update policies, procedures, protocols, plans, and best practices to promote the physical safety of our campus, protecting people and property.

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- Maintain an up-to-date, easily retrievable Emergency Response Plan (online and paper versions).
- Maintain resources for responding to minor and major medical and security emergencies.

What specifically are members requested to do?

- Depending on skill set and capacity:
 - Participate in Safe Congregation Team Meetings
 - Assist with conducting risk assessments and monitoring risk resources
 - Research specific issues or needs and draft recommendations
 - Maintain AED, First Aid Closet, LockDown Kits, emergency communication devices (walkie-talkies, megaphones), and emergency sign postings (exit signs, evacuation maps, fire extinguisher instructions, first aid locations)
 - Maintain and/or add to the Emergency Response Manual
 - Support communication (signage, articles, special events), training, and exercise/drill activities for specific teams and/or the congregation
 - Attend PVPD or other UUA or community safety in-person and online events and report “lessons learned”
 - Support situational awareness when on campus
 - Assist in responding to and following up on an actual emergency.

How many people can participate in your group? An ideal team has representatives from key groups who will have active roles during an emergency response or building evacuation: Minister/Staff, Welcoming Team, Worship Associates, Audio-Visual Support, Children's Ministry, Adult Faith Development, Property Team, with some at-large folks who have relevant experience.

Are you currently seeking new members? We need representatives from key groups and would always take people who are interested in safety and security, and/or who have a specific skill set in this area. Current team members represent the Minister/Staff, Welcoming Team and Property Team.

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If not, when might you be seeking new members?

How often do you meet? In normal times, about once every two months for 1.5 hours via Zoom

Do you typically meet in the evenings, daytime, using Zoom, or other, i.e., combination of all? We typically meet via Zoom in the early evening from 5:30-7:00. We poll members to choose the date/ time for scheduling each meeting.

Do you meet year round? Fall to spring? Other? Year round, and depending on needs.

Is there a set term to participate in this group? We haven't stipulated a set term.

If there is no set term, can someone join your group for a specific time commitment, project, or purpose? Most definitely.

What amount of time is one expected to typically devote to the work of this group?

Each week?

Each month? Approximately 1.5 hours for bi-monthly meeting. In addition 1 to 2 hours reviewing materials; although, it is considerably more than that for folks who have taken on specific projects or who wish to really stay in tune with congregational safety tactics.

Each year?

Please add any brief comments that you feel will further inform someone looking to participate in the group. (Optional) We are primarily a “safety/security collaborative”, with representation from the Property and Welcoming Teams. We have a good grounding now in what we would do in an emergency. The best volunteers for our group would be folks who are already involved in Property, Welcoming (Greeters, Ushers), Children's Ministry, Adult Faith Development,

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Worship Associates, and Audio-Visual Support as they can relay information back to their groups. The other volunteers we would like to have are those who could serve as "subject matter experts", primarily providing expert perspective while sometimes carrying out specific projects if they agree to. These might include folks with experience in risk management, emergency management, safety, law enforcement, security, or facilities. We appreciate folks who can attend Zoom offerings of various UUA and church security groups, and help us to train others.

[What is the e-mail contact information for further inquiries about this group?](#)

safety@phoenixuu.org

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