

BROOKSTONE CHURCH SECURITY

POST ORDER

PURPOSE: To provide a post guide for the operation of the Security Volunteers at various posts, at Brookstone Church North Campus located at 90 Griffie Road, Weaverville, NC, 28787, and define the duties of the Security Volunteers manning posts.

POST LOCATION: Office Entrance

POST PRIORITY: One (must be manned)

POST REQUIREMENT: Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (hours vary).

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00 and 11:00-12:45.

EQUIPMENT NECESSARY: Radio with earpiece, door key (Allen key), issued ID card, firearm, lanyard and green emergency strobe.

POST RESPONSIBILITIES: This post area of responsibility includes the Office Entrance to the building, the immediate area outside the entrance, and the stairs and inside entrance to the Student Center so we are aware of any obvious threat approaching or inside this portion of the building.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as “volunteers”) shall report for duty on time, first service 07:00, second service 09:00 and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending, and the many other prayer objects that are voiced by the other team members.

‘Bear each other’s burdens. Galatians 6:2’

2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that

GUEST SERVICES DIRECTOR_____

SECURITY DIRECTOR_____

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- particular post, such as persons of interest, any security risks we have been made aware of, or any other pertinent information concerning the security at the facility.
3. The volunteers must check their equipment before taking post to ensure that all their equipment is in proper working order. Radios are our lifeline and should be checked for workability prior to manning the post. An earpiece must be utilized at all times and your radio must remain on the Security channel (8).
 4. All volunteers are to arrive at their post on time and CANNOT LEAVE THE POST UNATTENDED AT ANY TIME UNLESS PROPERLY RELIEVED.
 5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos.
 6. The outside doors should remain locked and officers should open the doors for those approaching the building. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
 7. As attendees come into the facility greet them with the Love of God and if you don't know them introduce yourself to them and welcome them to church. This greeting is not specific to the greeters but rather the responsibility of all of us.
 8. In case of emergency refer to the security manual and lock the door in your area and remain on your post

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POST ORDER

PURPOSE: To provide a post guide for the operation of the Security Volunteers at various posts, at Brookstone Church North Campus located at 90 Griffey Road, Weaverville, NC, 28787, and define the duties of the Security Volunteers manning posts.

POST LOCATION: Main Entrance

POST PRIORITY: One (must be manned)

POST REQUIREMENT: Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (Hours Vary).

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00, and 11:00-12:45.

EQUIPMENT NECESSARY: Radio with earpiece, door key (Allen key), issued ID card, firearm, lanyard, and green emergency strobe.

POST RESPONSIBILITIES: This post area of responsibility includes the Main Entrance to the building, the immediate area outside the entrance, and the area around the Student Center entrance so we are aware of any obvious threat approaching or inside this portion of the building.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as volunteers) shall report for duty on time, first service 07:00, second service 09:00, and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending, and the many other prayer objects that are voiced by the other team members.

'Bear each other's burdens. Galatians 6:2'

2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that

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3. The volunteers must check their equipment before taking post to ensure that all their equipment is in proper working order. Radios are our lifeline and should be checked for workability prior to manning the post. An earpiece must be utilized at all times and your radio must remain on the Security channel (8).
 4. All volunteers are to arrive at their post on time and CANNOT LEAVE THE POST AT ANY TIME UNLESS PROPERLY RELIEVED.
 5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos,
 6. The outside doors should remain locked and officers should open the doors for those approaching the building. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
 7. As attendees come into the facility, greet them with the Love of God and if you don't know them, introduce yourself to them and welcome them to church. This greeting is not specific to the greeters, but rather the responsibility of all of us.
 8. In case of emergency, refer to the security manual and lock the door in your area, and remain on your post

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PURPOSE: To provide a post guide for the operation of the Security Volunteers at various posts, at Brookstone Church North Campus located at 90 Griffey Road, Weaverville, NC, 28787, and define the duties of the Security Volunteers manning posts.

POST LOCATION: Family Entrance

POST PRIORITY: One (must be manned)

POST REQUIREMENT: Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (Hours Vary)

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00, and 11:00-12:45

EQUIPMENT NECESSARY: Radio with earpiece, door key (Allen key), issued ID card, firearm, lanyard, and green emergency strobe.

Post Responsibilities: This post area of responsibility includes the Family Entrance to the building, the immediate area outside the entrance, and the stairs and inside entrance to the Worship Center so we are aware of any obvious threat approaching or inside this portion of the building.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as volunteer) shall report for duty on time, first service 07:00, second service 09:00 and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending, and the many other prayer objects that are voiced by the other team members.

‘Bear each others burdens. Galatians 6:2’

2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that

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3. The volunteers must check their equipment before taking post to ensure that all their equipment is in proper working order. Radios are our lifeline and should be checked for workability prior to manning the post. An earpiece must be utilized at all times and your radio must remain on the Security channel (8).
 4. All volunteers are to arrive at their post on time and CANNOT LEAVE THE POST UNATTENDED AT ANY TIME UNLESS PROPERLY RELIEVED.
 5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos.
 6. The outside doors should remain locked, and volunteers should open the doors for those approaching the building. The Worship Center doors should be locked when the ushers and greeters leave the area. Also, doors into and out of the stairway and stage entry doors should be checked and locked. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
 7. As attendees come into the facility, greet them with the Love of God and if you don't know them, introduce yourself to them and welcome them to church. This greeting is not specific to the greeters, but rather the responsibility of all of us.
 8. In case of emergency refer to the security manual and lock the door in your area and remain on your post

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PURPOSE: To provide a post guide for the operation of the Security Volunteers at various posts, at Brookstone Church North Campus located at 90 Griffey Road, Weaverville, NC, 28787, and define the duties of the Security Volunteers manning posts.

POST LOCATION: Portico Entrance

POST PRIORITY: Two (may be manned if volunteer available)

POST REQUIREMENT: Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (Hours Vary)

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00 and 11:00-12:45

EQUIPMENT NECESSARY: Radio with earpiece, door key (Allen key), issued ID card, firearm, lanyard and green emergency strobe.

POST RESPONSIBILITIES: This post area of responsibility includes the Portico Entrance to the building, the immediate area outside the entrance and inside the entrance, so we are aware of any obvious threat approaching or inside this portion of the building.

SPECIFIC ORDERS:

1. All Security Volunteers (referred to as volunteers) shall report for duty on time, first service 07:00, second service 09:00, and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending, and the many other prayer objects that are voiced by the other team members.
'Bear each others burdens. Galatians 6:2'
2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that

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3. The volunteers must check their equipment before taking post to ensure that all their equipment is in proper working order. Radios are our lifeline and should be checked for workability prior to manning the post. An earpiece must be utilized at all times and your radio must remain on the Security channel (8).
 4. All volunteers are to arrive at their post on time and CANNOT LEAVE THE POST UNATTENDED AT ANY TIME UNLESS PROPERLY RELIEVED.
 5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos.
 6. The outside doors should remain locked and officers should open the doors for those approaching the building. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
 7. As attendees come into the facility, greet them with the Love of God and if you don't know them introduce yourself to them and welcome them to church. This greeting is not specific to the greeters, but rather the responsibility of all of us.
 8. In case of emergency, refer to the security manual and lock the door in your area and remain on your post

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PURPOSE: To provide a post guide for the operation of the Security Volunteers at various posts, at Brookstone Church North Campus located at 90 Griffey Road, Weaverville, NC, 28787, and define the duties of the Security Volunteers manning posts.

POST LOCATION: Patio Entrance

POST PRIORITY: Two (may be manned if volunteer available)

POST REQUIREMENT: Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (Hours Vary)

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00, and 11:00-12:45

EQUIPMENT NECESSARY: Radio with earpiece, door key (Allen key), issued ID card, firearm, lanyard, and green emergency strobe.

POST RESPONSIBILITIES: This post area of responsibility includes the Patio Entrance to the building, the immediate area outside the entrance and around the Coffee Shop, so we are aware of any obvious threat approaching or inside this portion of the building.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as volunteer) shall report for duty on time, first service 07:00, second service 09:00, and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending and the many other prayer objects that are voiced by the other team members.

'Bear each other's burdens. Galatians 6:2'

2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that

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3. The volunteers must check their equipment before taking post to ensure that all their equipment is in proper working order. Radios are our lifeline and should be checked for workability prior to manning the post. An earpiece must be utilized at all times and your radio must remain on the Security channel (8).
 4. All volunteers are to arrive at their post on time and CANNOT LEAVE THE POST UNATTENDED AT ANY TIME UNLESS PROPERLY RELIEVED.
 5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos.
 6. The outside doors should remain locked and officers should open the doors for those approaching the building. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
 7. As attendees come into the facility, greet them with the Love of God and if you don't know them, introduce yourself to them and welcome them to church. This greeting is not specific to the greeters, but rather the responsibility of all of us.
 8. In case of emergency refer to the security manual and lock the door in your area and remain on your post

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PURPOSE: To provide a post guide for the operation of the Security Volunteers at various posts, at Brookstone Church North Campus located at 90 Griffey Road, Weaverville, NC, 28787, and define the duties of the Security Volunteers manning posts.

POST LOCATION: Student Entrance

POST PRIORITY: One (must be manned)

POST REQUIREMENT: Armed

HOURS OF OPERATION: Sunday 09:15 – 13:00 (two shifts) and Special Events (Hours Vary)

NUMBER OF STAFF PER SHIFT: One at each post 09:15-11:00 and 11:00 -12:45

EQUIPMENT NECESSARY: Radio with earpiece, door key (Allen key), issued ID card, firearm, lanyard, and green emergency strobe.

POST RESPONSIBILITIES: This post area of responsibility includes the immediate area inside and outside the Student Entrance, the parking lot, and around the children's area within the building so we are aware of any obvious threat approaching or inside the building.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as volunteer) shall report for duty on time, first service 07:00, second service 09:00, and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending, and the many other prayer objects that are voiced by the other team members.

'Bear each other's burdens. Galatians 6:2'

2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that particular post, such as persons of interest, any security risks we have been made aware of, or any other pertinent information concerning the security at the facility.

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3. The volunteers must check their equipment before taking post to ensure that all their equipment is in proper working order. Radios are our lifeline and should be checked for workability prior to manning the post. An earpiece must be utilized at all times and your radio must remain on the Security channel (8).
4. All volunteers are to arrive at their post on time and CANNOT LEAVE THE POST UNATTENDED AT ANY TIME UNLESS PROPERLY RELIEVED.
5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos.
6. The outside doors should remain locked and officers should open the doors for those approaching the building. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
7. As attendees come into the facility, greet them with the Love of God and if you don't know them, introduce yourself to them and welcome them to church. This greeting is not specific to the greeters, but rather the responsibility of all of us.
8. In case of emergency refer to the security manual and lock the door in your area and remain on your post

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PURPOSE: To provide a post guide for the operation of the Security Volunteers at various posts, at Brookstone Church North Campus located at 90 Griffey Road, Weaverville, NC, 28787, and define the duties of the Security Volunteers manning posts.

POST LOCATION: Treehouse

POST PRIORITY: One (must be manned)

POST REQUIREMENT: Unarmed or Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (Hours Vary)

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00 and 11:00-12:45

EQUIPMENT NECESSARY: Radio with earpiece, door key (Allen key), issued ID card, firearm, lanyard, and green emergency strobe.

POST RESPONSIBILITIES: This post area of responsibility includes the area in front of and behind the entrance to the children's area so we are aware of any obvious threat approaching this area. Doors in the immediate area should remain locked and if unlocked the volunteer will contact a security leader or staff to lock the door.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as volunteer) shall report for duty on time, first service 07:00, second service 09:00, and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending, and the many other prayer objects that are voiced by the other team members.

'Bear each other's burdens. Galatians 6:2'

2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that

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- particular post, such as persons of interest, any security risks we have been made aware of or any other pertinent information concerning the security at the facility.
3. The volunteers must check their equipment before taking post to ensure that all their equipment is in proper working order. Radios are our lifeline and should be checked for workability prior to manning the post. An earpiece must be utilized at all times and your radio must remain on the Security channel (8).
 4. All volunteers are to arrive at their post on time and CANNOT LEAVE THE POST UNATTENDED AT ANY TIME UNLESS PROPERLY RELIEVED.
 5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos. We must focus our attention on our area of responsibility, which includes the area in front of and behind the entrance to the children's area so we are aware of any obvious threat approaching this area.
 6. The outside doors should remain locked and officers should open the doors for those approaching the building. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
 7. As attendees come into the facility, greet them with the Love of God and if you don't know them, introduce yourself to them and welcome them to church. This greeting is not specific to the greeters, but rather the responsibility of all of us.
 8. In case of emergency refer to the security manual and lock the door in your area and remain on your post

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POST LOCATION: Camp Brookstone

POST PRIORITY: One (must be manned)

POST REQUIREMENT: Unarmed or Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (Hours Vary)

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00 and 11:00-12:45

EQUIPMENT NECESSARY: Radio with earpiece, issued ID card, firearm, lanyard, and green emergency strobe.

POST RESPONSIBILITIES: This post area of responsibility includes the area in front of and behind the entrance to the children's area so we are aware of any obvious threat approaching this area. Doors in the immediate area should remain locked and if unlocked the volunteer will contact a security leader or staff to lock the door.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as volunteer) shall report for duty on time, first service 07:00, second service 09:00, and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending, and the many other prayer objects that are voiced by the other team members.
'Bear each other's burdens. Galatians 6:2'
2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that

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 4. All volunteers are to arrive at their post on time and CANNOT LEAVE THE POST UNATTENDED AT ANY TIME UNLESS PROPERLY RELIEVED.
 5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos.
 6. The outside doors should remain locked and officers should open the doors for those approaching the building. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
 7. As attendees come into the facility, greet them with the Love of God and if you don't know them, introduce yourself to them and welcome them to church. This greeting is not specific to the greeters, but rather the responsibility of all of us.
 8. In case of emergency refer to the security manual and lock the door in your area and remain on your post

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POST LOCATION: Forest Friends

POST PRIORITY: One (must be manned)

POST REQUIREMENT: Unarmed or Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (Hours Vary)

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00, and 11:00-12:45

EQUIPMENT NECESSARY: Radio with earpiece, issued ID card, firearm, lanyard, and green emergency strobe.

POST RESPONSIBILITIES: This post area of responsibility includes the area in front of and behind the entrance to the children's area so we are aware of any obvious threat approaching this area. Doors in the immediate area should remain locked and if unlocked, the volunteer will contact a security leader or staff to lock the door.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as volunteer) shall report for duty on time, first service 07:00, second service 09:00, and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending, and the many other prayer objects that are voiced by the other team members.

'Bear each other's burdens. Galatians 6:2'

2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that

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3. The volunteers must check their equipment before taking post to ensure that all their equipment is in proper working order. Radios are our lifeline and should be checked for workability prior to manning the post. An earpiece must be utilized at all times and your radio must remain on the Security channel (8).
 4. All volunteers are to arrive at their post on time and CANNOT LEAVE THE POST UNATTENDED AT ANY TIME UNLESS PROPERLY RELIEVED.
 5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos. We must focus our attention on our area of responsibility, which includes the area in front of and behind the entrance to the children's area so we are aware of any obvious threat approaching this area.
 6. The outside doors should remain locked and officers should open the doors for those approaching the building. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
 7. As attendees come into the facility, greet them with the Love of God and if you don't know them, introduce yourself to them and welcome them to church. This greeting is not specific to the greeters, but rather the responsibility of all of us.
 8. In case of emergency refer to the security manual and lock the door in your area and remain on your post

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GUEST SERVICES DIRECTOR_____

SECURITY DIRECTOR_____

BROOKSTONE CHURCH SECURITY

POST ORDER

PURPOSE: To provide a post guide for the operation of the Security Volunteers at various posts, at Brookstone Church North Campus located at 90 Griffey Road, Weaverville, NC, 28787, and define the duties of the Security Volunteers manning posts.

POST LOCATION: Rover

POST PRIORITY: Two (may be manned if volunteer available)

POST REQUIREMENT: Unarmed or Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (Hours Vary)

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00 and 11:00-12:45

EQUIPMENT NECESSARY: Radio with earpiece, door key (Allen key), issued ID card, firearm, lanyard, and green emergency strobe.

POST RESPONSIBILITIES: This post area of responsibility focuses on relieving volunteers at each post when needed to take a bathroom break or anytime they need to leave their post unattended. The Rover fulfills all duties of the original post order until relieved by the original volunteer. As the Rover moves from post to post, he will check any doors in the vicinity of the post and lock any doors he finds unlocked. If the Rover does not have access to a key to lock the door, he will contact a security leader or staff member with a key to lock the door.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as volunteer) shall report for duty on time, first service 07:00, second service 09:00 and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending, and the many other prayer objects that are voiced by the other team members.

'Bear each other's burdens. Galatians 6:2'

2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that

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particular post, such as persons of interest, any security risks we have been made aware of, or any other pertinent information concerning the security at the facility.

3. The volunteers must check their equipment before taking post to ensure that all their equipment is in proper working order. Radios are our lifeline and should be checked for workability prior to manning the post. An earpiece must be utilized at all times and your radio must remain on the Security channel (8).
4. All volunteers are to arrive at their post on time and CANNOT LEAVE THE POST UNATTENDED AT ANY TIME UNLESS PROPERLY RELIEVED.
5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos.
6. The outside doors should remain locked, and officers should open the doors for those approaching the building. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
7. As attendees come into the facility, greet them with the Love of God and if you don't know them, introduce yourself to them and welcome them to church. This greeting is not specific to the greeters, but rather the responsibility of all of us.
8. In case of emergency refer to the security manual and lock the door in your area and remain on your post

CONFIDENTIALITY :

The Church requires a high degree of confidentiality. Security volunteers shall not offer any information concerning the site or the safeguards we have in place to anyone outside the Church. Our security policies are confidential, including maps of floors, entrances and exits and are only available to those on a need to know basis.

THIS POST ORDER MUST BE STRICTLY ADHERED TO AND EXCEPTIONS TO THIS POLICY MAY ONLY BE MADE BY THE APPROVING AUTHORITY.

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BROOKSTONE CHURCH SECURITY

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PURPOSE: To provide a post guide for the operation of the Security Volunteers at various posts, at Brookstone Church North Campus located at 90 Griffey Road, Weaverville, NC, 28787, and define the duties of the Security Volunteers manning posts.

POST LOCATION: Shadow Pastor

POST PRIORITY: One (must be manned)

POST REQUIREMENT: Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (Hours Vary)

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00 and 11:00-12:45

EQUIPMENT NECESSARY: Radio with earpiece, door key (Allen key), issued ID card, firearm, lanyard, and green emergency strobe.

POST RESPONSIBILITIES: This post's area of responsibility includes any area around the pastor as he moves from his office to the Worship Center, from the stage to the 6-minute Huddle, and from the Worship Center back to his office. We are mindful of any obvious threat approaching the pastor.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as volunteer) shall report for duty on time, first service 07:00, second service 09:00 and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing, but rather to pray for our church safety, those attending, and the many other prayer objects that are voiced by the other team members.
'Bear each other's burdens. Galatians 6:2'
2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that

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BROOKSTONE CHURCH SECURITY

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- particular post, such as persons of interest, any security risks we have been made aware of, or any other pertinent information concerning the security at the facility.
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 5. Volunteers are not to engage in any activity that distracts them from the requirements of the post. Telephones are to be used only in an emergency and should not be used to watch the service or watch videos.
 6. The outside doors should remain locked and officers should open the doors for those approaching the building. This gives the opportunity to observe and look for anything that could be a threat or suspicious in nature.
 7. As attendees come into the facility, greet them with the Love of God and if you don't know them, introduce yourself to them and welcome them to church. This greeting is not specific to the greeters, but rather the responsibility of all of us.
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POST ORDER

PURPOSE: To provide a post guide for the operation of the Security Volunteers at various posts, at Brookstone Church North Campus located at 90 Griffey Road, Weaverville, NC, 28787, and define the duties of the Security Volunteers manning posts.

POST LOCATION: Cameras

POST PRIORITY: One (must be manned)

POST REQUIREMENT: Unarmed or Armed

HOURS OF OPERATION: Sunday 07:30 – 13:00 (three shifts) and Special Events (Hours Vary)

NUMBER OF STAFF PER SHIFT: One at each post 07:30-09:15, 09:15-11:00 and 11:00-12:45

EQUIPMENT NECESSARY: Radio with earpiece, issued ID card, firearm, lanyard, and green emergency strobe.

POST RESPONSIBILITIES: This post area of responsibility includes watching the monitors for threats outside the buildings and in the parking lots, inside the main building and student building, and inside the worship center so we are aware of any obvious threats.

SPECIFIC ORDERS:

1. All Security Volunteers (hereafter referred to as volunteer) shall report for duty on time, first service 07:00, second service 09:00 and third service 11:00. Each volunteer will attend a Prayer Huddle prior to reporting to your post. Prayer Huddle is conducted not as a shift briefing but rather to pray for our church safety, those attending and the many other prayer objects that are voiced by the other team members.

'Bear each others burdens. Galatians 6:2'

2. Upon reporting for their assigned shift, each volunteer should spend some time with the person they are relieving for any special orders related to the day or that particular post, such as persons of interest, any security risks we have been made aware of, or any other pertinent information concerning the security at the facility.

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