

Evaluation Questions

Security-General

1. Do we have a disbursement and collection policy for keys? Are keys numbered and stamped, "Do Not Duplicate"? Do we keep a "check out" list of key holders? Who is responsible for deciding who gets a key and who takes care of disbursement, collection and the "key log"?
2. Do we know who has access to the offices and equipment?
3. What group, in our congregation (is it the Council), sets policy and makes changes on who has access to what and where?
4. Do we plan ahead when a congregational or outside group needs access to the church (who is responsible for this)? Who is responsible for opening and locking up after the meeting/function? Who is responsible for opening and locking up each day?
5. Do we require a "usage form" to be completed by groups using the church? Do we know what areas they will be using and what activities they will be engaged in? Do we know who the responsible party is?
6. Have we inspected windows, doors, offices and storage areas inside the church (and outside)? Are they secure? Have we had problems (example: unlocked doors)? Is our equipment too vulnerable and accessible?
7. Have we given neighbors permission to report suspicious activity?
8. Do we have a complete inventory of equipment that includes model and serial numbers and purchase dates? Could someone make a videotaped inventory?
9. Should we purchase and install cameras on doors that can't readily be monitored throughout the day?
10. Do we use security passwords for computers? Are those passwords changed periodically? Is our Wi-Fi network password protected and is that password changed periodically?
11. Are we certain that our insurance carrier will cover all losses? When items are donated or purchased, do we add it to our inventory list and include a photograph. Do we check our insurance policy to make sure the items are covered?
12. Do we ask for proof of insurance (and keep it on file) for contractors working in and on the church?

Building Safety

In dealing with building safety, we must consider LCC members, volunteers, visitors, policies and insurance coverage. 55%, according to the insurance industry, of church claims involve slips, trips and falls.

1. Are heating systems inspected regularly? By who and is a record kept?
2. Are all hazardous materials and chemicals (cleaning agents, flammables, etc.) kept in closed cabinets under lock and key (Definitely not in the "furnace room"!) so "little hands" and "inquiring minds" don't find them?

Slips, Trips, Falls and First Aid

1. Is exterior lighting adequate in the parking lot and at entrances?
 - a. Do lights come on automatically at dusk?
2. Is there a regular scheduled inspection (at least twice a year)?
3. Who is responsible for "quick fix" solutions to ice, wet floors, entrance lights out, etc.
 - a. Are slips and falls documented when they occur and who does so?
4. Who is responsible for calling the parking lot and sidewalk contractor for snow removal and sanding?
5. Are parking lots and sidewalks checked before each scheduled activity (including Sunday services) to make sure they are safe? Who checks them?
6. Are non-carpeted floors mopped clean/dry and "safety cones" use to advise people of wet floors?
 - a. Are sufficient mops. Rags, buckets and hazard signs available to those who use the church.
 - b. Are they in easily accessible locations, known by everyone?
7. Is there an adequately stocked first aid kit, available to all? Who restocks it?
 - a. Is the AED device located in an easily accessible location? Has training been provided? To whom?
 - b. Who checks the battery and replaces when needed?
8. Are there an adequate number of trained staff and members who know CPR?
9. Have we identified doctors and nurses in our congregation?

Weather and Environment

1. Is there a system (policy) in place for addressing hazardous weather conditions?
 - a. Is there a NOAA weather radio?
 - b. Who monitors it?
 - c. What actions are taken for hazardous weather alerts, like tornadoes, heavy lightening, etc.
 - i. Do people know where to go for maximum protection? Are those marked on a floor plan clearly posted and marked?

- ii. Is the Christian Pre-School included in these actions and are they prepared to take action?

Fire Protection

1. Are there adequate fire extinguishers, inspected annually, and placed throughout the building and in easily accessible locations?
 - a. Do staff and volunteers know how to use them? Has training been provided (staff, leaders, teachers, ushers, etc.)?
2. Are there adequate and clearly visible EXIT signs over every exit door?
3. Do we have a printed, posted and clearly visible emergency exit floor plan? Would visitors know what to do or where to go in the event of a fire?
4. Do people know what to do, or where to go, in the event of a fire or fire alarm?
5. Does the insurance adequately cover the building, all equipment and personal injury?
6. Does the church have a written policy on fire safety and procedures?

Personnel Protection

1. Should the church consider using only one main door during weekday business hours?
 - a. Can that door be easily seen by staff?
2. Should other doors (front door and/or Pre-School entry door), if they can't be locked during the day, be electronically monitored? If so, who monitors them and where?
3. Should the office door be a "dutch door" so that the bottom door can be kept locked?
4. Should staff and users (nursery, Pre-School, teachers, etc.) be trained to detect highly suspicious people?
 - a. What should they do if they are suspicious of someone?
 - b. Who should they contact?
5. Who should staff call if they have been threatened or suspect someone might disrupt a church activity?
6. Do we have a sexual harassment policy? How are allegations handled and by whom? How are they documented?
7. Do we have an "appropriate and inappropriate touching" policy?
8. Do we have written "position/job descriptions"? Who supervises and does evaluations?
9. Do we do an annual "employee and volunteer" training session (including new Council members) that includes personnel policies, safety, security, etc.?

Children and Youth

1. Does LCC have a complete written and posted policy on how children and youth are to be supervised and cared for?
 - a. Nursery
 - b. Pre-School
 - c. Youth
 - d. Does it have a rule that no adult may be alone with one child (except the child's parent or guardian); i.e., the "two adult rule".
2. Do we, when hiring salaried staff, or volunteers, require an application form be filled out?
 - a. Does it include referrals and do we check with them?
 - b. Does it include a clause for random and reasonable suspicion drug testing?
 - c. Do we do a background check by a reputable firm?
 - i. What does it include (criminal, sex offender, etc.)?
3. Do we have a six month probationary period?
4. Does LCC have a plan for responding to an accusation?
5. Does our insurance cover volunteers?
6. Do we require "permission and release" forms for outings and potentially high risk events like camping, national youth trips, hiking, swimming, etc.?
7. Do we have a "child safety" program (DVD) that addresses the safety of children and youth and are staff and volunteers required to view it and "sign off" that they have done so?

Counseling

1. Who can counsel?
 - a. Adults
 - b. Youth
2. Do we have insurance coverage that addresses counseling?

Insurance

1. Do we have, or need, adequate coverage for:
 - a. Commercial general (general liability, injury, property damage, personal liability, employee-benefits liability)
 - i. Do we have an "up to date" inventory list of all equipment?
 1. Should we video or photograph all equipment?
 2. Do we keep it current (who does it)?
 - b. Pastoral professional
 - c. Pastoral and staff personal
 - d. Directors and officers
 - e. Employment practices
 - f. Hired and non-church owned vehicles
 - g. Umbrella
2. Is our insurance coverage reviewed annually?