



Security and Lock Up

I.1 Summary

To open and close the church as required. To ensure the interior and exterior of the church building are secure at the end of each day.

I.2 Responsibilities

- Using the checklist, check and lock all windows and doors as indicated, between 9 pm and 10 pm. Turn out all lights within the church building.
- Following the checklist, open the church on Sunday morning at 8 am, locking up again at 1 pm, following procedure for whole church lock up. Upon opening, please put a fresh glass of water in both pulpits.

I.3 Accountability

- Property Management Ministry
- The Minister
- Ministry & Personnel Committee