

## Safety Officer

Glendale Seventh-day Adventist Church



The Safety Officer is responsible for developing and promoting safety procedures and practices throughout the church.

### Accountability

- The Safety Officer serves on the **Church Board**.

### Responsibilities

1. **Recruit** a team to address the safety and security needs of all who attend church services and programs.
2. **Promote Communication** of a mission-focused approach to safety and security between all members of the church.
3. **Conduct Self-Inspections** with assistance from a member or members of the safety committee at least annually to identify and correct hazardous conditions before accidents occur. (The form is available on AdventistRisk.org.)
4. **Manage** the Ministry's **budget** and **expenditures**.
5. **Coordinate and Train** Greeters, Deacons and Elders to be observant and responsive to potential threats and to report such to decision makers.
6. **Oversee** the operation of the Ministry.
  - a. **Plan** the agenda and chair Ministry meetings. Determine primary exposures of the church and develop/update the church emergency plan. List and evaluate church activities for risk vs. gain and develop written guidelines and rules. The committee may recommend to the board that some activities be prohibited.
  - b. **Maintain a list** of church activities that are approved as well as those that are prohibited.
  - c. **Practice evacuation procedures** by having fire, tornado and active shooter drills.
  - d. **Coordinate the investigation** of incidents or accidents that occur to develop preventive measures moving forward.
  - e. **Evaluate** progress toward the Ministry's goals.
7. **Report** on the progress of the Ministry to the Church Board.