

Building Security

Quick Reference and Guidelines for Sharing Church Space

Introduction

Johns Creek UMC is honored to be able to share its space with a variety of ministry partners, individuals, and outside groups. We believe in being a place where all are welcome. Part of our approach to hospitality is ensuring that we make reasonable efforts to provide for the personal safety of all who are using our facilities. Of particular concern to us is the safety of vulnerable persons who cannot provide for their own safety, including children, youth, and adults with disabilities.

The following guidelines have been developed to help us provide for everyone's safety while on our campus, with special consideration for protecting vulnerable persons. Thank you for your attentiveness to these guidelines.

General Measures to Protect Persons and Property

The following measures are implemented to protect building users, personal property, and church property.

- Be aware of your surroundings at all times, particularly in the parking lot and when entering or exiting the building.
- Do not leave valuables unattended in your car or in the church building. JCUMC is not responsible for theft or loss of personal property.
- During times when exterior doors are locked, do not admit anyone into the building who is not connected with your group. Persons authorized to access the building will have a key or other means of gaining entry.
- When entering/exiting the building, make sure doors close behind you. For your safety, do not prop doors open or unlock doors unless someone is stationed to monitor these doors. During "heightened security" periods (see below), you will need the express permission of the Church Administrator to unlock or prop open doors.
- Familiarize yourself with emergency evacuation routes, severe weather shelter locations, and the location of the nearest fire extinguisher.
- Orient all persons in your group and their guests with JCUMC policies and procedures for building use, safety, and security.

Guidelines for “Heightened Security” Periods

When ministries and activities are taking place in which children, youth, and vulnerable adults are in the care of JCUMC staff, leaders, or ministry partners, certain additional measures will be in place to protect vulnerable persons from certain threats such as sexual abuse.

In general, these Heightened Security periods will be 8:30am to 3:00pm, Monday through Friday. Occasionally this time window may be expanded. It may also be suspended. However, if you are planning to be on campus during this time you should prepare your group for the following security provisions.

- All persons 18 years old or older will be required to wear an approved name badge. Approved name badges include regular visitor badges with a barcode provided by the scheduling coordinator, church member or staff name badges, or temporary visitor badges printed at a check-in station.
- All persons 18 years old or older will be required to check in and out using an electronic visitor management system.
- During check-in, all persons 18 years old or older will be required to show photo identification. If a visitor does not have photo identification, he/she may receive extra scrutiny during the check-in process and/or require an escort during his/her visit.
- Visitors may be required to have an escort depending on the nature and purpose of their visit.
- Certain restrooms may be designated as “child-only” and will be off limits to persons 18 years old and older.
- No door may be propped open and left unlocked without the express permission of the Church Administrator.