

# Church Security Manual

Why are 80 percent of our congregations stagnant or dying? There are a variety of reasons. This book dives deeply into one of the main reasons—the failure to adapt to the cultural changes of our day. When the Reformation began 500 years ago it sparked a number of radical changes (like worshipping in the vernacular rather than in Latin, etc.) that shocked the church. Over time many saw the merit of those changes and adapted. In the very same way today, major cultural changes are taking place. Is the church open to understanding those changes? And are congregations making the necessary effort to appropriately adapt to them without compromising our central message, the Gospel of Jesus Christ? This “transformational manual” addresses the cultural shifts and provides practical and experience-based ideas to appropriately respond while keeping a strong emphasis on the Gospel of Jesus. Are you ready to become a 21st century church?

Written by experienced ministry practitioners, these pragmatic, how-to-do-it ministry manuals equip lay leaders for various ministries within the local church. Each guide contains charts, worksheets, and discussion questions for individual or group use. These five guides are appropriate for any denomination or geographical setting, these guides are especially helpful for small to mid-sized churches. *Serving as a Church Greeter* is a new edition of *The Greeter's Manual* that provides the hallmarks of effective greeters in churches of any size. *Serving as a Church Usher* updates *The Usher's Manual* and explains the important role of ushering within a worship service. *Serving by Safeguarding Your Church* teaches deacons, trustees, and other church leaders to evaluate the current security status of their church and

improve the protection of buildings and people. Serving in Church Visitation offers training for volunteers who reach out to church visitors, new residents, shut-ins, hospital patients, and members in need of comfort. Serving in Your Church Music Ministry provides practical orientation and information for participants in church choral groups, instrumental groups, and special music performances. Serving in Your Church Prayer Ministry shows how to build and participate in a praying church and includes stories and examples from a cross section of churches, evaluation charts, and discussion questions so both church staff and lay leaders can use it individually or in group settings.

Church policies and procedures will have a definite impact on the working and personal relationships of the personnel who comprise the church professional, lay, and support staff. If one is to consider this group a team, then each member must work together in a coordinated effort. Consider a football team. They have a playbook that describes what each player is to do for a particular play. When the quarterback calls a play, each member of the squad knows what he is to do to cause the play to be a success. Even the players on the sideline know the play requirements. It might be said that such is the same for a church staff and the individuals within the church who make up the total team. It is suggested that the presence of a church playbook is essential for the success of the ministry. We will call this playbook the CHURCH ORGANIZATION MANUAL.

The Church Security Handbook A Practical Guide for Protecting Your Congregation in Uncertain Times

"Carry a gun to church." sounds like reasonable advice when the topic of church security is raised. Nonetheless, there is far more to providing professional security than carrying a firearm. Paul G. Markel is a Certified Protection Specialist and professional bodyguard. Paul wrote this manual to address

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the numerous other aspects of security in addition to having a firearm available. Within the pages of this text, we will cover numerous topics, to include: How to Choose a Team Training for Church Security Justifiable Use of Force Standard Operating Procedures Communication Situational Awareness Communing with the Flock Why the Archangel Michael? Leadership And much more "Legion of Michael: Defending the Flock" is a comprehensive manual for developing and implementing a team of volunteers to provide security for houses of worship. While this is a topic we all wish we did not have to consider, ignoring the threat will not make it go away

For churches and religious nonprofit operations, the business of business is not business - it is ministry. Still, such institutions have to make plans. Because skilled organization is needed to accomplish specific tasks, a leader must train and motivate workers in progress and effectiveness. This second edition of Church Administration helps pastors and church staff become effective and efficient leaders, managers, and administrators. Among the topics discussed are: Administration Documents, Organizing the Church, Administering Personnel Resources, Financial Resources, Physical Resources, and Administering Risk Management. Writing for students as well as those already in this line of work, author Robert H. Welch promises, "If you understand the tenants of general administration and the techniques of ministerial leadership your job will be made significantly easier."

The Church Money Manual is the most up-to-date and easy-to-use handbook for churches seeking better ways to manage finances. Brief and straightforward chapters each focus on a specific problem or issue. The book covers topics of day-to-day operation and the perennially critical themes related to church money management and stewardship. Some

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examples include: · Planned giving and endowment funds. · Strategies to increase end-of-year giving. · First steps for the newly-appointed pastor. · Pastors' knowledge of donors and giving in their church. · Timing of building projects and capital campaigns. · Special offerings. · Selecting members for the finance committee. · What to do when giving is down. · Preaching about tithing.

This small book is an easy-to-read summary of the main points of the Manual of the Church of the Nazarene, focusing on the parts that relate to the local church and district activities.

The church has always been regarded as a safe haven - a spiritual sanctuary where people can come to worship God free from worries about violence or unethical behavior by those involved in church ministry. But our culture is changing, and church leaders can no longer assume that it won't happen in my church. Like the rest of society, churches need to ensure the safety and security of their facility, staff, and worshipers. This book provides a wealth of practical information on preparing for and responding to the challenges of a dangerous world. Robert Cirtin draws on more than two decades of law enforcement and investigative experience, and with his team of professionals outlines a how-to approach full of specific proactive steps churches can take to protect themselves and reduce the risk of costly lawsuits. Church Safety And Security is a must-have resource for anyone participating in or preparing for church leadership. Topics covered include: \* Utilizing background screening to protect your congregation. \* Safety and security issues for church-run preschool and day care programs. \* Preparing for and responding to medical emergencies. \* How to deal with issues pertaining to child abuse. \* Legally mandated responsibilities of church staff members. \* How to utilize security/surveillance cameras in the church facility. \*

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Organizing a church security officer program. \* Effectively coping with intruders. \* Responding to violent acts when they occur. \* How to conduct a thorough investigation. If you are a pastor, associate pastor, preschool director, church school principal, deacon, elder, vestryperson, or denominational leader - read this book, then read it again Make it required reading for every leader in your church. Protect your congregation, your property, and your reputation in the community by doing all you can do to hire the right employees, to prevent physical and sexual misconduct for which your church may be liable, and to reduce the legal and financial impacts of such misconduct. This book will teach you what to look for, and how to take action today to protect the people God has given you to shepherd. Tim Duncan Associate Pastor, Anglican Church of the Resurrection St. Louis, Missouri Church Safety and Security: A Practical Guide is a valuable resource. Bob Cirtin has the unusual but important background mixture of service in full-time church ministry as well as being a certified officer of the law and an expert investigator. He has personal experience with every source of danger for the local church and has developed effective safeguards and defenses. His strategies are clear, simple, easy to implement, and will protect any congregation in the event of an unfortunate occurrence. This book is a must for every church office and library Terry Raburn Superintendent, Peninsular Florida District Council Assemblies of God This is a book written for our changing times, when the security of our churches must become a priority. Written by professionals who have a strong Christian influence in their lives, this book is a great tool for the security program of your church. Jack L. Merritt Sheriff, Greene County, Missouri Retired Capt., Missouri State Highway Patrol Robert M. Cirtin is an assistant professor and director of the criminal justice program at Evangel University in

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Springfield, Missouri. He is also the president of Robert Cirtin Investigations, a company providing investigative and consulting services to churches, businesses, and government agencies. A former police officer and Missouri state investigator who has also served in full-time ministry, Cirtin is a frequent guest lecturer on a variety of safety and security topics. He is a graduate of Central Bible College and Lincoln University.

God wants you, but He wants you "strong" in His supernatural power. From the very first days of our membership in the Mystical Body of Christ, we are, in essence, commissioned officers in the Church Militant. This Church Militant Field Manual will test you in your resolve to become strong in the Lord and His mighty power. You will also learn the special operations (special ops) techniques and procedures for search and rescue missions of fallen comrades (family and friends whose faith has grown weak). Discover what it means to be "God strong."

Most of the time, members who accept the position of church treasurer have little or no background in accounting, especially in smaller churches; and even those with accounting experience may have trouble knowing what's expected of them when they begin their duties. The Church Treasurer's Manual is a practical tool that provides treasurers everything they need to know about handling church finances. From an overview of duties to helpful guidelines for completing tasks, new and veteran treasurers alike will learn practical tips and time-saving suggestions that will help them carry out their responsibilities in an effective and efficient manner. Resources include: an easy-to-understand overview of basic accounting principles an extensive explanation of tax regulations options for monthly and annual financial reporting a general job description for the church treasurer record keeping form for taxes, accounting

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ledgers, individual contribution records, budget worksheets, the offering, and more advice for handling payroll, housing allowances, and other compensations for the pastor and staff tips on communicating with the church board, the pastor, and the financial committee ethical guidelines for handling money

This revised and updated manual explains the duties of acolytes in the liturgies of the Episcopal Church. a must-have work for acolytes, their leaders, and clergy.

A user-friendly and comprehensive guide to the role of the church or charity treasurer, essential for all carrying out this increasingly demanding role. Now updated to include the latest rules on accounting, Gift Aid, tax, charity law, pensions, insurance, employment, fundraising and more.

Project for certification in church business administration, submitted in partial fulfillment of the requirements for certification by the National Association of Church Business Administrators.

Investigates the Air Reserve Center Training Manual which contains charges of Communist infiltration in the National Council of Churches of Christ.

Do you have a real relationship with God, or do you just have a religion? Do you know God, or do you just know about God? In *How Big Is Your God?* Paul Coutinho, SJ, challenges us to grow stronger and deeper in our faith and in our relationship with God—a God whose love knows no bounds. To help us on our way, Coutinho introduces us to people in various world religions—from Hindu friends to Buddhist teachers to St. Ignatius of Loyola—who have shaped his spiritual life and made possible his deep, personal relationship with God.

Bookkeeping for churches can be quite different than for-

profit businesses, and the other guides available cover either QuickBooks or church accounting, not both. Lisa London, *The Accountant Beside You*, walks you through QuickBooks for your church from start to finish, always with examples, terminology, and understanding of what a busy church administrator needs to know in a clear, concise style. With her friendly easy-to-understand style and illustrative screenshots, Lisa guides new QuickBooks users every step of the way, while her tips for how to make QuickBooks work better for churches provides new insight and procedures for even the experienced bookkeeper. Not only does she step you through how to set up QuickBooks and utilize it more efficiently for your house of worship, but she also discusses everything you need to know to implement controls and procedures to ensure that your church's money is always protected. *QuickBooks for Churches* covers PC versions of QuickBooks from 2012 forward and even includes what's new in the 2014 version. Lisa offers sound accounting procedures for both large and small houses of worship, for bookkeepers with years of experience as well as those just starting out. Let *The Accountant Beside You* take one more worry off your crowded to-do list.

Church leaders understand that managing the day-to-day operations of a church can be challenging because of limited resources, managing volunteer labor, and supporting the needs of the congregation. *Smart Church Management: A Quality Approach to Church Administration*, Third Edition is an updated guide for managing the resources of a church - which is people,



time and money. This book provides tools and examples for decision making and problem-solving for church administration that is easy to understand and more importantly, quick to implement! This book also includes discussion questions to provoke thought and discussion for church teams. This book is ideal for ministry students, church boards, church leadership and church administrators.

A book that addresses the complexities of safety planning from both a theological and practical perspective.

This is a handbook for pastors, elders, and all Christians who want to see how Scripture presents the process of discipline that should operate in the Christian community. It was written in response to the various concerns that threaten to tear apart marriages, families, friendships, and congregations--concerns that call for a biblical approach to discipline that can heal fractures, restore right relationship, and ensure the health of the church. Developed around the five corrective steps found especially in Matthew 18:15-17, this book helps church leaders deal with the sorts of problems that require the church's disciplinary response. Charting a course that combines discernment with appropriate action, this simple, readable handbook can have a profound effect on the community of believers.

The GCC has chosen to establish what was once called a regular clergy, as distinct from a secular clergy-that is to say, something much closer to monks than to ministers. This was the core model for clergy in the old Celtic Church in Ireland, Wales, Brittany, and other Celtic

nations, in the days before the Roman papacy imposed its rule on the lands of Europe's far west. Members of the Celtic clergy were monks first and foremost, living lives focused on service to the Divine rather than the needs of a congregation, and those who functioned as priests for local communities did so as a small portion of a monastic lifestyle that embraced many other dimensions. In all Gnostic traditions, personal religious experience is the goal that is set before each aspirant and the sole basis on which questions of a religious nature can be answered-certain teachings have been embraced as the core values from which the Gnostic Celtic Church as an organization derives its broad approach to spiritual issues. Those core teachings may be summarized in the words "Gnostic, Universalist, and Pelagian" which are described in this book.

This book explores how member care is being practiced around the world to equip sending organizations as they intentionally support their mission/aid personnel. The information provided includes personal accounts, guidelines, case studies, worksheets, and practical advice from all over the globe. "This book delivers what it promises! Here are 50 chapters from the widest selection of writers in the member care field to date." -Brent Lindquist, President, Link Care Center This book was published in partnership with the World Evangelical Alliance.

Many have pontificated about church growth, telling church planters and pastors how to increase the

number of attendees and members. Most have spoken authentically from inspiring experiences, and what they've recommended has worked . . . at least for some. But what about advice on how to reduce those numbers, how to empty those pews? This "manual" provides just that, and its suggestions don't emanate from an ivory tower; they, too, are based on real-life experiences. The insights and guidelines of *How to Empty a Church* may be expressed tongue-in-cheek, but they're not fictional; they reflect the history of an actual congregation. Fasten your seatbelt; it's going to be a bumpy—but worthwhile—ride!

The 'Hospitality Minister,' including ushers, do more than just seat people and take up the offering; they are the first point of contact with guests and potential members, and are the first ones to make a first (and lasting) impression. Hospitality Ministers, which are ushers, greeters, information booth attendants, parking lot volunteers, and more, are just that: "ministers." They represent God and God's House, and are key team members to making sure that the worship experience brings honor and glory to God and builds up the people God loves.

"This invaluable resource covers virtually every aspect of church administration. It is for black churches of ANY denomination and ANY size, and is sure to provide guidance for new or established pastors. A sample constitution, budget, and mission

statement are included."--BOOK JACKET.

What's new about this third edition of the long respected and often used Church Administration Handbook? In addition to time and technological-sensitive updates to the basic organizational details, editor Bruce Powers writes: "The needs of people and churches have continued to change, with questions now being raised about the quality of congregational life, nature of leadership, and responsibility for ministry among all believers . . . As we have prepared this edition, we have sought to address five primary needs. 1. Leadership skills and administrative tools that can be adapted for use in a variety of contexts from traditional to contemporary, from rural to urban, and from unicultural to multicultural settings; 2. Spiritual formation that relates to all of life (from birth to death); 3. Mission consciousness (in community, regionally, nationally, and globally); 4. Ministry of all believers (particularly calling out and equipping vocational, bivocational, and lay ministers); and 5. Leadership competence (the ability to inspire, motivate, and equip the saints for the work of ministry)."

These 544 pages of field-tested solutions deliver proven procedures, planning models, and copier-friendly forms for all aspects of local church administration. Packed with excellent guidelines and tools for assessing and improving parish management." A we

Prisoners' Self-Help Litigation Manual, in its much-anticipated fourth edition, is an indispensable guide for prisoners and prisoner advocates seeking to understand the rights guaranteed to prisoners by law and how to protect those rights. Clear, comprehensive, practical advice provides prisoners with everything they need to know on conditions of confinement, civil liberties in prison, procedural due process, the legal system, how to litigate, conducting effective legal research, and writing legal documents. Written by two legal and penitentiary experts with intimate knowledge of prisoner's rights and legal aid work, authors John Boston and Daniel E. Manville strategically focus on federal constitutional law, providing prisoners and those wishing to assist them with the most important information concerning legal rights. Over the past decade, prison law and conditions have changed significantly. This new edition is updated to include the most relevant prisoners' rights topics and approaches to litigation. Updates include all aspects of prison life as well as material on legal research, legal writing, types of legal remedies, and how to effectively use those remedies. Certainly the most authoritative, well-organized and relevant prisoner's rights manual available - - the eagerly awaited fourth edition should be purchased by everyone interested in civil rights for the incarcerated.

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American Standard Version; Revised Standard Version carefully compared & contrasted. Contents: the Manuscripts; the Bible of the Waldenses; the Bible of the Reformers; the Revisions; the Revisers.

Save time and improve efficiency with a resource that provides job descriptions, board leadership, ministry teams, forms, policies, and procedures for the church.

Responsibilities and expectations are clearly outlined for each of the volunteer workers, staff, and leaders. As an additional benefit, the notebook also includes a CD-ROM version of the forms, documents, and policies provided. All the materials are completely reproducible, so you can make as many copies as you need to distribute in your church.

The Church Security Handbook: Because It Can Happen Here Attacks on churches are on the rise. Yet the temptation is to think that it can't or won't happen in our city or congregation. The Church Security Handbook takes a practical, biblical approach to answering critical questions about security including: \* What are the odds of an attack on my church?\* Does church security indicate a lack of faith in God?\* How can we have a security team without a "fortress mentality"?\* Does a security team have to be armed?\* How do we select and train our team? The Church Security Handbook is written by the experienced, real-world professionals at Strategos International, [www.strategosintl.com](http://www.strategosintl.com)

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