

# **CHURCH SAFETY OFFICER**

## **JOB DESCRIPTION**

### **QUALIFICATIONS AND APPOINTMENT**

- A. In recognition of the pastor's leadership role and responsibility in loss control, it is recommended that the pastor appoint a head deacon or another qualified individual as the Church Safety Officer.
- B. The Safety Officer should be organized, possess knowledge of the local church organizational structure, and know the church membership. In addition, he/she must be able to get along with people, demonstrate sound and mature judgment, and respect the strict confidential procedures associated with various aspects of accident review and investigation.
- C. The Church Safety Officer shall be given active membership on the church board.
- D.



8. Use of Motorcycles.
9. Operation of ATVs (3-wheeled & 4-wheeled All-Terrain-Vehicles).

4. Motor homes should only be used to transport passengers in seating with approved seatbelts.
  5. Vehicles, including school buses, used for church activities shall be in excellent operating condition, inspected before each trip, properly licensed, and operated by experienced drivers.
  6. Due to serious safety concerns and federal government safety warnings, vans with a seating capacity of 11 or more shall not be purchased or rented for church use. Such vans already owned by a church shall be operated pursuant to the Conference Transportation Safety Policy provisions applying to these vehicles until the church is able to replace them with vehicles that meet passenger safety requirements.
- B. *Premises Inspection.* At least once a year, the safety officer should perform an inspection of the premises. Following the inspection, a written report of his/her findings and recommendations should be given to the church administration.
- C. *Fidelity Controls.* Amounts above the minimum allotted Petty Cash shall not remain on church premises. Monies should not be taken to the treasurer's home. Instead, church deacons should be involved in counting the money immediately after taking up the offering, and deposited as soon as possible. Ideally, offerings could be placed in a lockable deposit bag and placed in the bank's night-depository on the way home from church, with the church treasurer or assistant treasurer going to the bank on the next business day to prepare the deposit paperwork. The specific task of counting the money should be on a rotating basis, and the appearance of repetition in the procedure of depositing funds should be avoided. The church board should be provided with a monthly bank reconciliation and copy of the bank summary statement.
- D. *Baptismal Tanks.* Microphones are to be placed away from the edge of the water and mounted on floor stands. The stairs and walking surfaces should be coated with a proper adhesive to prevent slippery conditions, and handrails shall be installed.
- E. *Rental of Church Facilities.* When the church is considering the rental of their facilities, the Safety Officer should make sure that appropriate lease agreements and hold-harmless agreements have been signed, and that an Insurance Certificate endorsement is provided listing the church and NCC Association as additional insureds. If rental of the premises is for non-SDA functions, the Safety Officer should review the nature of the activity and the NCC Association contacted for approval.
- F. *Protection/Detection Systems*

classrooms or classroom doors have windows to the h