

Hall Monitor Guidelines

Hall Monitor guidelines in the Safe Church Policies recognize that our churches are in need of some form of security during worship services. Hall Monitors should be mature individuals and able to provide a police check report every 5 years.

Hall Monitors

- Be familiar with safe church policies which are in every classroom in a binder on the wall slot.
- Be trained and familiar with responsibilities in the Fire Code Policies.
- Be familiar with whom to report inconsistencies and concerns to in regard to nursery and Sunday school programs. Either the elder in charge or Safe Church Team Representatives in your church.
- Focus of attention is downstairs!

Routine:

- Arrive at church at least 15 minutes before the service and identify yourself to council. Collect Hall Monitors binder from blue room cupboard along with your name tag.
- Identify yourself to volunteers in the nursery and church school groups. Check into nursery frequently and into Sunday schools rooms to get attendance only.
- Be prepared to assist the volunteers and/or know whom to contact to get extra help when needed.
- Count the number of children and volunteers in each room and document in the Hall Monitors Binder. Keep binder with you in case of evacuation and return to blue room after the service along with your name tag.
- Monitor the downstairs areas and hallways continuously while the children down there. Check the parking lots and entranceways from doors and windows – note movement of unknown persons in the parking lot.
- Lock back doors, north and south doors open bathroom doors if applicable. Do not confront anybody.
- Patrol the indoor church facilities a minimum of once during the service where there are no activities including children.
- Assist other adults when necessary
- A cellphone could be beneficial while monitoring

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