

APPENDIX 4.1

SECURITY ARRANGEMENTS

It was discovered that most breaches in security, happened on a Sunday, so therefore, it is proposed that committees/groups of Council (not the chair of the group/committee) share the responsibility of managing Sunday lockup.

The following committees/groups will each be assigned a month of the year, each year, as appointed by the Property Committee, preferably at the November Council meeting, and no later than November 30th of the prior year that the schedule is to take effect.

For January 2008, **Worship** will assume the responsibility, followed thereafter by the following list:

February - AOTS	June - Finance	October - Planning
March - CD	July - Outreach	November - Trustees
April - Communications	August - Property	December - UCW
May - CC&Growth	September - Personnel	

The committee/group will arrange for individuals to be responsible for each Sunday of that month. If two committees/groups agree to swap months a representative must contact the Office or Property to advise them of the change.

The person doing lockup does not have to be a member of the committee/group but the committee/group that is accountable for the monthly lockup is ultimately responsible for ensuring that a person is assigned to the task, and that person has received a lock-up tour given by the office.

Suggestion: The Council minutes states who is responsible for the next month's devotion, a line could be added at that spot, to also include which committee/group is responsible for the next month's Sunday lock-up.

To deal with mid-week security issues, regular groups that are booked for weekly meetings will be contacted by the office to inform them that they are the accountable group for that night. Such as Thursday evenings, the choir practices in the Sanctuary, they will be made the accountable group for Thursday nights. If they are not meeting one night, it will be their responsibility to contact the office, to find a replacement.

Other:

Committees are reminded to put chairs and tables away after meetings.
Garbage is to be placed outside the boiler room.