

CONTINUING RESOLUTION
St. Luke's Lutheran Church
Sacramento, CA

Number: CR-2005-5
Title: Security Officer
Board/Committee: Facility Usage Committee
Effective Date: August 16, 2005
Voided Date:

References: Constitution – C5.03(h), C12.05(a); Bylaws – B13.18.06; Continuing Resolutions – CR-2005-4.

RESOLUTION: The Congregational Council shall appoint and utilize a Security Officer, as outlined below, to enhance the security of St. Luke's facilities.

Selection and Appointment: The Facility Usage Committee (Committee) shall select and recommend to the Congregational Council a person for the Security Officer position. The appointment is effective upon approval by the Council and terminates when a different person is subsequently selected and approved.

Appointment Criteria: The Security Officer shall be a member of St. Luke's Lutheran Church and shall be 8 years old or older.

Compensation: The Security Officer shall not receive any monetary compensation. He/she shall be appropriately recognized by the Committee, Congregation Council, and St. Luke's membership.

Duties: The duties of the Security Officer are as follows:

- a. Serve as the primary contact person for all security issues.
- b. Serve as the initial contact person for people to call when no one is available to lock up the Church facilities.
- c. Check the Church facilities each Sunday evening and on weeknights when meetings are held in facilities other than the Church office. The check shall ensure:
 - Bathroom windows are closed and lights are off.
 - Main doors are locked including the courtyard doors.
 - Interior lights are off.
- d. Advise the Committee of all security issues; for example, doors left unlocked.

It is estimated that these duties will require 15 to 20 hours per month.

Minor revisions in these duties may be made by mutual agreement of the Committee and Security Officer. Significant revision should be brought to the attention of the Congregation Council and this Resolution revised accordingly.

Keys: The Security Officer shall be issued a “master” key for the Church facilities. When the Officer resigns or is replaced, the key shall be returned to the Church.

Committee Oversight: The Committee shall be responsible for providing general oversight and direction for the Security Officer and shall be his/her primary contact.

If the Security Officer anticipates being unavailable (or is unavailable), the Security Officer shall notify the Committee Chairperson. The Chairperson, in turn, will make appropriate arrangement for a substitute.

If the Security Officer desires to resign, he/she shall notify the Committee Chairperson.

APPROVED:

Signature of Church Secretary (officer)

Date Approved

VOIDED:

Signature of Church Secretary (officer)

Date Voided