



Jim McConnell from AskMcConnell.com - When I talk to churches around the country, the topic of what is scope of “church security” is the #1 challenge. There are many amazing servants, resources on this topic and I am far from THE expert in everyone of these areas. Understanding first that “security” is very different than “safety” is key. Next is what are all the elements of “church security”. This doesn’t mean you church is at high risk if you don’t do some of these, but at a minimum, they should be part of the regular prioritization discussion in your team/board members. Here is a few thoughts on how to use this checklist in your organization. This is not the solve-all, it is to give you, your team, and your leadership a baseline of maturity of a number of important security functions that need to be considered. It is not meant to be all inclusive, this checklist is starting point. Here is a basic description of the columns. Terms are generic like “Pastor”. Your input into the next edition is always welcome @: checklist@askmcconnell.com

Function	The general name of the security function that should be part of your discussions.
Senior Leadership Aware of Function	This can be as simple as “Yes / No” - Basically does the board / senior leadership aware that this function may need to done as of your organization’s security capabilities
Senior Leader	Who would the Board, Members see as the senior leader in charge of this function?
Operational Owner	Who would the Board, Members, senior leaders see as the operational owner (the human that actually does/runs this function)?
Volunteer Based	Is this function done by volunteers?
Insourced	Do you do this functional internally with paid staff?
Outsourced	Do you hire third parties to perform this function?
Contract, if Outsourced?	If you outsource it, do you have a legal contract with them to protect your organization?
Documented/Approved/Tested Roles & Responsibilities and Procedures	Is this function well documented?
Last Date of Test/Audit	When was the last time you tested the documentation or this functions controls?

Function	Senior Leadership Aware of Function	Senior Leader	Operational Owner	Volunteer Based	Insourced	Outsourced	Contract, if Outsourced?	Documented/Approved/Te sted Roles & Responsibilities and Procedures	Last Date of Test/Audit
Physical Security Controls									
Key Core Management									
Badge Access Management									
Security Camera (CCTV) Monitoring									
Alarm System Testing									
Alarm System Response									
Personnel Protection									
(Senior / Executive) Pastor - Onsite									
Very Important Person (VIP)									
Special Guests									
(Senior / Executive) Pastor - In Town									
(Senior / Executive) Pastor - Out of Town									
(Senior / Executive) Pastor - Offshore (Outside the USA)									
Employees - Offshore (Outside the USA)									
Missions Trips Participants - Offshore (Outside the USA)									
Response Management									
Crisis Management Team									
Incident Response Team									
New Project Management									
New Project Security Requirements - CPTED (Crime Prevention Through Environment Design)									
New Project Security Requirements - Information Technology (IT)									
Assessment Functions									
Vulnerability Assessment - Physical									
Vulnerability Assessment - Personnel									
Vulnerability Assessment - Technical									
Threat Assessment - Physical									
Threat Assessment - Personnel									
Threat Assessment - Technical									
Legal & Regulatory Compliance									
HIPAA (Health Care Law) Compliance									
Supplier / Vendor Contract Compliance									
PCI-DSS (Credit Card Regulations) Compliance									
Human Resources									
Background Checks - Staff									
Background Checks - Volunteers									
Exit Interviews									
Discipline Council									
Organization's Technology (Non-Security Technology)									
Application Security									
Security Patch Management									
Personal Computing Device Security Management									
Security Access Administration									
Software Development Security									
Network Access Controls									
Business Continuity / Disaster Recovery Plan									
Ransomware Recovery									
Security Technology									
Investigations Tracking System (Hardware/Software) Maintenance									
Investigations Tracking System (Application) Maintenance									
Badge/Fob System Installation and Maintenance									
CCTV Camera Maintenance									
CCTV Server Maintenance - Hardware									
CCTV Server Maintenance - Software (Operating System and Application)									
CCTV Monitoring Station Maintenance - Hardware									
CCTV Monitoring Station Maintenance - Software (Operating System and Application)									
Alarm System Management									
Other Controls									
Fraud Controls									
Laptop / Cell Phone Controls									
Internet Controls									
Ethics / Compliance / Confidential Training									
Table Tops									
Investigations									
Ethics Hotline									
Internal Investigations									
Fraud Investigations									
Law Enforcement									
Subpoena Compliance									
Guard Services									
Unarmed									
Armed Uniformed - Open Carry									
Armed - Plain Clothes - Concealed Carry									
Off Duty Law Enforcement									
Other									
Security Awareness									