

# Armed Security Team Plan

(enter church name)

This records the church's written policy for its volunteer armed security team, for submission to insurance carriers. Complete each field; mark anything that does not apply as N/A.

## 1. Authorization and Oversight

The armed security team operates under the authority of church leadership listed below. No member carries a firearm on church property in a security capacity without being listed in Section 2 and meeting the requirements in Section 3.

### Governing Body

#### Security Team Leader

#### Leader's Phone

#### Date Approved by Leadership

Crex can help with either of the following at no cost. Check any you would like help putting in place:

Help us create a written violence response / emergency plan

Help us document the team's authority in our bylaws or a board resolution

## 2. Authorized Armed Security Personnel

Only the individuals listed below are authorized to carry a firearm on church property in a security capacity. Each must meet the requirements in Section 3 before being added. Note any law enforcement or professional firearms background, which carriers weigh favorably.

| Full Name | Permit / License No. | Exp. | LE / Firearms Bkgd. | Date Auth. |
|-----------|----------------------|------|---------------------|------------|
|-----------|----------------------|------|---------------------|------------|

### Total number of authorized armed members

All carry is concealed (note any exceptions in the roster above)

Yes

No

## 3. Screening, Permitting, and Qualification

Each armed team member must satisfy all of the following. Confirm and record the supporting details below.

Holds a valid state permit to carry, verified at each renewal

Has passed a criminal background check on file

Has completed documented firearms safety and qualification training

Re-qualifies on a set schedule (state interval below)

Has read and signed the use-of-force policy in Section 4

**Background check provider / method**

**Date of most recent background checks**

**Firearms training provider / instructor**

**Required qualification interval**

**Date of most recent qualification**

**Minimum age requirement set by church**

## 4. Use-of-Force and Conduct Policy

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*The role of an armed team member is deterrence and protection of life, not law enforcement. The following govern conduct on church property.*

- A firearm is drawn or used only to stop an imminent threat of death or serious bodily harm, consistent with state law.
- Team members do not detain, pursue, or confront individuals outside the defense of self or others; they observe, report, and call 911.
- Firearms are carried concealed, secured in a proper holster with the trigger guard covered, and never left unattended.
- No team member carries while impaired by alcohol, medication, or any substance that affects judgment.
- De-escalation is the first response in every situation where it is possible.
- Any drawing or discharge of a firearm is reported to church leadership and law enforcement immediately and documented in writing.

Each armed team member signs an acknowledgment of this policy. Signed acknowledgments are kept on file by the team leader.

## 5. Coordination With Local Law Enforcement

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**Local law enforcement agency**

**Non-emergency contact number**

Has the team coordinated with local law enforcement?

Yes

No

**Date of most recent contact**

*Notes (off-duty officers used, walk-throughs completed, response time, etc.):*

## 6. Records Maintained

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*The team leader maintains the following records and makes them available to leadership and the carrier on request.*

- Copy of each member's carry permit and background check
- Firearms qualification and re-qualification records
- Signed use-of-force acknowledgments
- Incident reports for any security event
- This plan, with the date of each review and update

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**Disclaimer**

*This template is provided by Crex Insurance to help document an existing security program for insurance underwriting. It is not legal advice and is not a substitute for review by the church's own attorney. The church is responsible for compliance with applicable state and local law, including permit and use-of-force requirements, and should confirm its security team is authorized under its bylaws or board action. Coverage for security team activity depends on the terms of each carrier's policy and is not guaranteed by completing this form.*

## **7. Approval and Signatures**

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This plan has been reviewed and approved by church leadership and is in effect as of the date below.

| Name | Title | Date |
|------|-------|------|
|------|-------|------|