

Cornerstone Christian Fellowship

Security Rotation

January 2, 2011	Keith Crabtree
January 9, 2011	Dick Langley
January 16, 2011	Roger Waldron
January 23, 2011	Dick Voght
January 30, 2011	Dave Perry

Thank you for making yourself available to serve as extra security on Sunday Mornings. If you are not available to serve your scheduled rotation, please contact another member on the list. Please do not ask anyone who has not been pre-approved to serve in this capacity. The following are guidelines to follow when on patrol.

1. Please arrive by 9:45 AM.
2. Position yourself in the foyer from 9:45 AM until the morning worship service is over.
3. If the phone should ring, there is a phone in the foyer that can be answered. Be prepared to take down any information that may need to be passed on to the pastors, etc.
4. Your main job is to be aware of anyone coming in or out of the building. If an unknown person should enter the building please take them into the (Old Library) to assist them. Avoid the front office or interrupting the morning service. If they have a need, pray with them and let them know as soon as the morning service is over that you will be able to talk with others concerning their need.
5. NEVER GIVE OUT ANY PERSONAL INFORMATION REGARDING WHO OR WHO MAY NOT BE ATTENDING CORNERSTONE.
6. NEVER TAKE THEM TO WHERE THE CHILDREN ARE MEETING.
7. ALWAYS MAKE SURE AT THE BEGINNING OF YOUR GUARD THAT THE BACK DOOR EXIT AT THE BOTTOM OF THE STAIRWELL REMAINS LOCKED AT ALL TIMES.
8. In case of emergency, call 911. It would be best to have a cell phone with you at all times.

If you have any questions or see other points that need to be mentioned, please give me a call.

Thanks,

Pastor Irma