

Bulwark Hallway Duties

Your primary function is to ensure the safety of the children and teachers in the hallway. This does not mean that you have free reign to touch another individual if they are being disruptive. Should any disruption arise that cannot be handled in a peaceful manner, call 911 immediately. We do not want to incur any liability on ourselves as well as Saving Grace Bible Church.

Each member will be familiar with the protocols. Each person will be instructed on the duties and responsibilities of this ministry. As new tasks and responsibilities are added, training will be provided.

If you are unsure how to handle a difficult situation, notify the elder on duty or another Bulwark Team member.

Realize that this area is one of the biggest vulnerabilities in ensuring the safety of our children. Hypervigilance is a necessity while serving at this post.

For the 9:00am service, arrive 15-20 minutes prior to service to make sure area is safe and secure.

For the 10:45am service, arrive 15-20 minutes prior so you can make sure each room is safe and secure.

Notify each teacher that you are there monitoring the hallway.

Check each room to make sure there are no hazards. Use the checklist posted on the wall if needed

Know who you are relieving and who is relieving you.

If there is a need to cover the hallway, due to unforeseen circumstances, the person who is posted in the sanctuary shall cover the hallway.

Learn who the teachers and assistants that serve in the classrooms.

Learn who the parents / guardians of each child are.

Learn the new check in / check out system for children and assist if needed.

Help diffuse the bottleneck of traffic where the children are signed in.

Greet others and guide parents to the classroom that is age appropriate for their child/children.

Ensure that the door directly next to the side entry into the sanctuary is always secured. Nobody should enter or exit this door during our Sunday services.

Periodically walk up and down the hallway.

Nursing mothers may use Pastor Marc's office on Sunday mornings.

Assist teachers when they bring the children to the bathroom. Be the extra set of eyes and help keep order.

If you are unsure how to handle a difficult situation, notify the elder on duty or another Bulwark Team member.

If an AED is needed, it is across from the bathroom and hanging on the wall. Additional AEDs will be installed soon.

If a first aid kit is needed, one is hung up in the closet between the bathrooms. Additional first aid kits will be installed in each classroom soon.

Make sure you identify which elder is on that day in order to contact them if needed.

If you do call 911, our address is 2550 Englewood Road, Englewood.

If a fire should occur, teachers and children should be directed to the parking lot to the large concrete pole across from the parsonage and close to 776.

We will be practicing fire drills periodically.

Use the Bulwark church app to communicate with each other

Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father. Colossians 3:17