



# SECURITY MANUAL

for the

# *Church*

**MFON UMANA**



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by Mfon Umana

ISBN: 978-978-975-840-7

First Edition: 2023

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Published by:  
MUU Books Limited, Abuja  
08125294606

Printed in Nigeria by:  
Supreme Command Int'l Ltd, Abuja.  
08035873887.

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# **FORWARD |**

**O**ur nation and the church have been bedevilled with untold series of increasing insecurity over a long time, ranging from threats of national to that of individual lives and properties. In our nation Nigeria, these threats have been of terrorism, banditry, organised criminal gangs, robberies, kidnappings, thieves, farmer- herders' conflict, militancy, separatist agitation, Piracy, domestic violence or abuses, and a host of others.

To curb insecurity of any nature, both individuals and government must invest and work together by putting efforts and structures relative to the peculiarities and the challenges of their insecurities. By extension the church as a major segment of the society must deliberately and consciously plan and put in place formidable and effective security structures or networks to curb its incessant threats of insecurity; most especially as the church has been all the time a major target of attacks from the deadly perpetrators of insecurity.

It is to this end that, the manual in your hand: SECURITY MANUAL FOR THE CHURCH, written by: Deacon Mfon UMANA, who is a Certify and practicing Security Consultant and Trainer is handy and very helpful. I believe with this manual, churches can gladly breathe a sigh of relief now from the threats of incessant perpetrators of insecurity, if the instructions in this helpful book are heeded and applied religiously and appropriately.

I gladly recommend this book to all churches, leaders, members and even to everyone who desires to live a secured life. Psalm 122:7 says and insists that:' peace be within your walls and security within your towers" If peace and security will be enjoyed by the churches all over the world, we must be ready to consistently study and apply the instructions from books of this kind . God bless the church and secure it; Amen

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# INTRODUCTION |

*Christ remains the head of the church  
Except the Lord keeps the city, the watchman  
(guard) waketh in vain (Psalm 127:1b)*

**W**hen a strong man fully armed (information) guards his house, his possessions are safe. (Luke 11:21)

But we prayed to our God and posted guards day and night to meet this threat. (Nehemiah 4:7-9)

The World is experiencing all sorts of threats and Criminality. These threats know no bounds, as it has crept into Churches desecrating its Sanctity. It therefore, becomes incumbent on the Church to rise up to provide the necessary legal security for its members and its Physical Structures.

The Proactive way to go about it is to raise the level of security consciousness of its members, and put in place reckonable measures that could from time to time be revised, raised to give some level of security coverage and confidence to the Church.

# **THE MANUAL ||**

**T**his Manual is a Checklists of Markers culled from studies, and experience over the years. The Markers are itemized under sub-heads to serve as guide to check the readiness or otherwise of the Church to threats to its members and worship places.

A checklist is believed, to be one of the most effective tools that enable one tick off major task or items quickly and easily. It shows the big picture of what must be done correctly and leverage how to check these items off. It is also referred to as to-do list.

The checklist when study and put as guide to check absence or deviations from the norms will translate to a more security conscious church, a safe worship environment and a safer country at the long run. Knowledge without application is a waste .

If ye know these things, happy are ye if ye do them. (John 13:37)

The Checklists does not intend to take away the place of divine protection, however the days are evil and so " wisdom is profitable to direct" (Ecclesiastes 10:10b) Wisdom is supreme therefore get wisdom, though it cost all you have, get understanding. (Proverb 2:11)

Wisdom is applied knowledge, and knowledge is gotten from acquired information or instruction. So to get wisdom, we must access instruction or information, process and put them to effective use. The watchword should be ***Awareness-Anticipation-Avoidance.***

# **CHECKLIST |**

## **1. SECURITY DEPARTMENT**

The starting point is to ensure that every church or worship place has a security department or unit. The department should be headed by a retired Security Officer, whose duties should include the following;

- Be in charge of the general security of the church
- Keep custody of the church properties
- Supervision, discipline and training of the church security guards
- Liaise with other church security officers in the same vicinity.
- Liaise with the Police or other Security Agencies, including Fire Service Department within the church area.
- Conduct preliminary investigation on breach to security within the church premises.
- Conduct periodic security survey/ vulnerability of the church premises
- Any other assignment as directed by the Head of the church as pertaining to the security of the church.

## **2. PERIMETER FENCING**

It is the first line of defense around a building, premises, stucture or installation. It is very vital as it gives first impression to would be attacker or saboteur.

Check to ensure that the church has the following in place;

- High Perimeter wall fence, high enough to deter intruder.
- Concentric wire gauze on top of the fence as additional deterrent.
- Strong in and out gate, manned by Security guards.

## **3. GATE ENTRANCE**

The Church premises should have two gates;

- Incoming gate and
- Outgoing gate.
- Speed stopper point or obstacle.
- Additional iron barrier on each gate.

## **4. ACCESS CONTROL**

The access control should be restricted using the following;

- Pass system for visitors.
- Booking register for visitors.
- Create system for scanned and checks of church members and visitors.
- Identification Tag or Card for Church workers/Staff.

## 5. LIGHTING SYSTEM

- The church compound should be well lighted.
- Ensuring appropriate perimeter power lighting, at strategic point, especially at night.
- Light switching procedures in the church are documented and clear staff responsible.

## 6. GUARDS

The Church premises should have a Security guard Force;

- Minimum of six (6) guards to allow for shift duty, however depending on the size of the church.
- Two (2), three (3) or more guards per shift duty.
- Roster for periodic patrol, especially at night.
- Communication system during patrol is in place.

- The guard force should have a supervisor, who reports to the Church Chief Security Officer (CSO) or Security Committee, whichever is applicable.
- Provision for periodic training for guards.

## **7. GUARD POST**

- There should be a guard post for the premises and should have some basic items such as a table, chair, Flashlight, baton, boots, warm cloth, rain coat, duty register, items removal register, key racks, telephone directory, Two way radio communication, mobile phone, etc.

## **8. GUARD DUTY**

The guard force in every church or place of worship need to know their duties, be exposed to periodic refreshers training to remind them of their duties and update them on new crime trends; their duties should be;

- Prevent unlawful entry into the church or facility
- Direct and control movement of persons in and out of the church.
- Prevent theft, stealing or damage to any property of the church.

- Protection of lives and properties within the church.
- Prevention of any fire outbreak within the Church and its property and in event of fire outbreak, take appropriate drills in the regard, including putting a call to the Fire Service department.
- Enforce security procedures, traffic, and parking regulation within the church.
- Regularly patrol the premises, the fence area and isolated area of the church
- Conduct quick checks of vehicle in and out of the church premises
- Contact persons to be visited for clearance before allowing visitors in and out of the church premises.
- Obtain authority before allowing movement of items in and out of the church premises.
- Any other functions as may be assigned by management

## **9. ESCORT OF VISITORS**

Visitors coming to the church on ordinary days need to be booked in and escorted in to the premises, and equally escorted back to the gate for clearance out of the church premises.

- Artisans or work men in the church must be duly searched, documented and accompanied by a guard during the duration of work or assignment in the church.
- There should be a comprehensive Visitors Register at the entry point of the Church to document visitors.

## **10. SEARCHES**

- Church members and their bags should be routinely checked (carrying in of big bags to the church should be discouraged).
- Visitors and workmen should be duly searched before coming in and when going out of the church.
- All vehicles coming in and out of the Church Premises should be duly searched.

## **11. TECHNICAL SUPPORT**

The church should endeavour to provide technical security support to aid security of the premises.

- Provision of CCTV cameras, intruder alarm system and others is encouraged (control room)

- Smoke alarm system is installed to check the threat of fire.
- Hand held metal detector be provided for security guards as aid to check for explosive material.

## **12. PARKING SYSTEM**

- It is encouraged that, parking of vehicles be outside the church premises. However, where there is enough space for cars within the church premises, due checks be conducted and guard be posted to Mann the car pack
- Where there is limited parking space in the church premises, only select church leaders should be allowed to park in marked or designates places inside the church premises.

## **13. ENVIRONMENTAL CHECK**

- Identify any black spot or criminal converging point around the church environment and report to the Police. Equally to regularly interact with leaders in the church environment.
- Check the routes to the church to be free of any activities or obstacles that could negate security.

- Identify any buffer or break point that could aid security around the church environment.
- Identify other churches around your vicinity for possible joint security patrol/monitoring.

## **14. CHURCH BUILDING**

- Check doors, keys and locks as adequate and of good quality (security locks).
- Check to ensure that indoors are secured.
- Check to ensure there is no point that could aid entry in to the church.
- Ensure there is burglary protective iron rod on windows, especially the church offices.

## **15. CHURCH STAFF**

- Check church staff disposition and temperament.
- Check for their movement in and out of the office
- Do they have a system of booking in and out of the office, when is their reporting time and closing time.
- Check to ensure that they are well tagged with ID cards even within the premises.
- Check to confirm they have staff parking slot.

## **16. THREATS TO CHURCH AND WORSHIP PLACE**

Threat is a Person, Thing or Activity that is likely to cause trouble or danger to life, property or the environment. Threats to church are increasing with each passing day, some are here listed;

- Pilfering/theft
- Robbery
- Arson
- Kidnapping
- Blackmail
- Terrorist attack
- Physical Assault/Assassination
- Religious intolerance
- Vandalism
- Inflammatory preaching
- Demolition of churches
- Slandering men of God and church members.

The threat profile of the Church is done periodically, to enable the emplacement of a proactive actions or measures to neutralise it as it manifest.

## **17. CHILDREN CHURCH**

Depending on the size of the children church, the following should be put in place:

- Registration of children in and out of the children church.
- Categorization of the children church on basis of age.
- Instructions on how to pick up a child after service.
- Procedure for picking a child before the end of service
- Provision of a sick bay and good hygienic toilet system.

## **18. ACCOUNT DEPARTMENT**

The account department of the church should be placed in a secured area of the church; it should equally be restricted as much as possible, the following checklist be put in place;

- The department should have a security doors, with additional security burglary iron rod.
- The account office should have security safes.
- A guard should be posted to the account office, during the period of movement or counting of money.

- The church should encourage electronic money transfer, to reduce movement of cash.

## **19. ACTIVITIES DURING CHURCH SERVICE**

- Ushers to restrict movement as much as possible during preaching.
- Arrangement of people as they come from front to back.
- Avoid special sitting position in church.
- Avoid as much as possible bringing in persons from back to front seat during Service.
- Be wary of persons, who wants to sit at the back, near exit door and refused instructions.
- People should be discouraged from bringing in phones and big bags into the church.
- Movement during preaching or other administration should be restricted in Church.

## **20. AVERTING THREATS TO THE CHURCH**

Aside ensuring that our check list is in order, the following should be focus on;

- Watch out for new comers or strange faces into the Church
- Watch out for Early comers and late comers to church

- Watch out for new faces and Persons in suit wearing dark glasses to disguise looks in Church.
- Watch out for persons with heavy coats or concealed attire
- Watch out for Unusual movement during praise and worship
- Watch out for unusual movement during prayers/preaching session.
- Watch those dropping offering during preaching or other activities
- Watch out for strange faces around the church environment.

## **21. FIRE POINT**

- Is there a fire muster point in the church?
- Are there fire extinguishers' or hydrants?
- Is there a fire Officer in the church?
- Are church members aware of drills involved in event of fire incident?
- Is the church in liaison with the Fire Service Department, their emergency number pasted at strategic points?

## **END NOTE |**

**T**he pamphlet, though titled Security Manual for the Church , The checklist therein is generic and can be applied in various establishment or gathering of people for various activities. The idea is to develop and inculcate a checklist that could enable us remain security conscious in every sphere of our undertaken.

The pamphlet could be variously adopted to cover other area of Human endeavour, such as Security manual for worship places, offices etc Security is not only that of government alone, but of every citizens.

Lets all be security conscious.

**MUU SECURITY LTD ABUJA**

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## **ABOUT THE BOOK**

**T**he book contains a checklist of markers itemized under 21 subheads. It is intended to serve as a guide to check the church readiness or otherwise to threats to its, its members and worship place.

The checklist, it is believed when study and acted upon, could translate to a more Security conscious Church, safe environment and safe and secure Country on the long run.

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ISBN978-978-975-840-7