

23914 S. Alma School Road

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**Rev. David Brinkman**

***Lead Pastor***

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**Rev. Jim Pflueger**

***Pastor***

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**Rev. Dr. John Sproul**

***Pastor***

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***Mike Fischer***

***Executive Director***

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**Linda Pauley, M.A. Ed.**

***School Director***

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**Sunday Service Hours**

7:30 AM Traditional

8:50 AM Contemporary

8:50 AM Adult Bible Study

8:50 AM Kids Church

10:10 AM Contemporary

10:10 AM Kids Church

11:30 AM Traditional

***Denomination:*** *LC-MS*

December 10, 2010

To: All Staff at Church and School

From: Security Team

Subject: Outside Visitors

The Church Security team met on the 8th of December and discussed people that are coming to the Church for help. Some of these people that ask for help might not have the best appearance. We must always remember that we are a Church and our goal is to “*Connect People to Jesus*” and we do not want to turn anyone away that needs help. With that being said, we also must maintain a safe environment for our children, teachers and staff. Here are some procedures that we would like everyone to follow.

1. Anyone looking for help needs to be instructed to go to the Church office. If they come into the Perfect Place, Fellowship Hall or School please direct them to the Church Office.
2. The office staff will determine what the next step is for the person. If the office staff is uncomfortable in any way, they should contact a Pastor, Executive Director or Facility Manager immediately. They should instruct the person to have a seat, and then get a hold of one of the people above via phone. We should not let the person be left unattended.
3. If the person is looking for food, the office staff should get the care package and distribute. They should also try and get a Pastor to talk with the person.
4. If the person should raise their voice or become uncontrollable, we should not be afraid to call 911.

If you should have any questions, please feel free to discuss with the Security Team, Executive Director or myself.

Thank you

Mark Milne

Chairperson, Board of Trustees