

All Souls Church  
Security Committee Information Packet  
July 28, 2020

Contents:

- Terms of Reference
- Action items from May 18 meeting
- Agenda for June 21 meeting
- Draft timeline
- Action items from June 21 meeting
- Agenda for July 19 meeting
- Updated draft timeline
- Action items from July 19 meeting

# **Security Committee Terms of Reference**

**April 22, 2020**

## **Purpose**

The Security Committee is an ad-hoc committee established by the Board of Trustees (Board) of All Souls Church. The purpose of the Security Committee is to advise the Board on a set of policies that will guide decisions related to the physical safety and security of congregants, staff, and facilities.

## **Duties**

1. Set specific, actionable goals and a timeline for the Security Committee.
2. Distinguish between security policies which should be set by the Board and security decisions that should be made by staff.
3. With the assistance of the Executive Director, review past safety-related policies and activities, current status, and ongoing plans for improving security, as well as past incidents that highlight a need for improved security.
4. Collect further information that relates to church security, including but not limited to: recommendations from the Unitarian Universalist Association, recommendations from security experts, security policies from other houses of worship, data on risk and risk mitigation, and recommendations from our community partners.
5. Engage with the ongoing security evaluation process.
6. Engage the congregation and staff in a conversation about church security, providing opportunities for questions, suggestions, and feedback.
7. Throughout all research and discussion, be mindful of related issues that touch on All Souls' fundamental values, including but not limited to the 8<sup>th</sup> Principle, the needs of congregants vulnerable to police violence, the church's relationship with law enforcement, and the role of firearms in church security.
8. In light of the above, draft a set of recommended security policies.
9. Present the recommended policies to the Board for discussion and adoption.
10. If the Board recommends changes, conduct any necessary research and draft edits to the policies.

## **Membership**

The Security Committee will consist of three members of the Board of Trustees, the Executive Director, the Minister of Social Justice, an usher, and a member of the congregation who can represent the needs of congregants vulnerable to police violence. Committee members are MJ Crom, Traci Hughes, Rev. Rob Keithan, Emily Koechlin, John Schuettinger, and Cathy Tortorici. The current members will be responsible for appointing the final member.

## **Timeline**

The Security Committee will establish a timeline for accomplishing its goals at its first meeting. It will be formally dissolved when its purposes have been fulfilled in the opinion of a majority of the Board of Trustees, after considering the recommendation of the Committee. The Committee can be re-established if necessary, to update security policy.

## **Accountability**

The Security Committee is accountable to the Board of Trustees. The Committee will provide a brief, written report each month to the Board about its progress.

**Action Items**  
**All Souls Security Committee Meeting**  
**May 18, 2020**

- Everyone is going to get a copy of the We Keep Us Safe Book and read it before the next meeting.
- The Buzzer on the inside door – Traci is going to move ahead with getting a buzzer for the inside door.
- MJ will ask a congregant if she can serve on the security committee. If she cannot, MJ will try to get another name and ask that person.
- Rob K. will write up his statement about the 8th principle and its relationship to the work of the security committee. The statement will be included at the top of each agenda to remind us to keep the 8th principle in mind as we complete our work.
- Cathy T. was selected to facilitate the meetings. Traci will work with Cathy to “co-lead” the meetings. Cathy will work with MJ on create action items from each meeting.
- MJ will set up a google drive for committee members to populate with information they have about security.
- Traci will talk to Rob H. about calling the minister at the Knoxville UU church to find out about their security issues and security policy. If Rob H. is not able to call the minister Traci will complete this task.
- Rob K. – UUA policy; Knoxville security policy; White supremacy document
  - a. Traci – series of articles on security
  - b. Emily – any past security policies at All Souls
  - c. Cathy – government active shooter training information
  - d. MJ will set up future zoom calls.
  - e. Cathy will set up future agendas and facilitate the meetings.
  - f. Cathy will create a comment spreadsheet for committee members to put comments in on the documents.
- Between now and our next meeting committee members will review the materials in the drive and make comments on the documents in the comment spreadsheet.
- Our next meeting will be on June 14, 2020 from 12 – 1 pm.

# **All Souls Security Committee**

## **Agenda**

**June 21, 2020**

**12- 1 pm**

### **Zoom Call-in Information**

Topic: Security Committee Meeting

Time: Jun 21, 2020 12:00 PM Eastern Time (US and Canada)

Link: <https://us02web.zoom.us/j/84471489377?pwd=SUY3Wm45NmpnZTYzUUZkaVpuV0t4Zz09>

Meeting ID: 844 7148 9377

Password: 793189

Dial-in number: +1 301 715 8592 US (Germantown)

- Reading by Rob K.
- On the response we got from a congregant.
- Timeline Review
  - Questions/Changes/Additions
- Review of Information to Date on the Google Drive
  - Review highlights from the resource documents
  - Identify which existing resources to focus on
  - Identify additional resources to add to google drive
- Engaging Internal and External Partners
  - Begin to compile a list of organizations and individuals from the Congregation and external to the Church to gather information, ideas, opinions from
  - Begin to identify mechanisms to engage interested parties
  - Congregational updates
- Action Items/Next Steps

**DRAFT**  
**All Souls Security Committee**  
**Draft Generalized Timeline**  
**June 21, 2020**

- June – July 2020
  - Review of background resources
  - General planning for actions
  - Identify the list of individuals groups to be engaged by the committee
  - Finalize the committee's timeline
  - Send out one Congregational update
  - Begin to develop a draft policy
- August 2020
  - Begin to set up interviews
  - Continue to develop draft policy
- September – October 2020
  - Begin to conduct interviews/informational sessions
  - Send out one Congregational update
  - Continue to develop draft policy
- November – December 2020
  - Complete Interviews/informational sessions
  - Continue to develop draft policy
  - Begin to discuss any funding requirements to implement the policy with the Board (if needed)
  - Begin to draft contracts (if needed) to implement the policy
  - Begin to develop training/information material/approach (as needed) for Congregation about the final policy
  - Send out one Congregational update
- January 2021
  - Complete draft final policy
  - Send draft final policy to Board for review and comment with a funding request (if needed)
  - Begin to draft contracts (if needed) to implement the policy
  - Finalize training/information sessions material/approach
  - Send out one Congregational update
- February – March 2021
  - Complete final policy post Board's review
  - Finalize any in-house needs to implement the policy
  - Conduct training/information sessions
- April 2021
  - Implement final policy

**Action Items**  
**All Souls Security Committee Meeting**  
**June 21, 2020**

- The group agreed that we would provide updates to the Congregation. Our first update will likely be in September post the receipt of the September risk assessment to inform the Congregation of the status of our work and ask for committee volunteer(s) from people in the Congregation that have been at risk from police violence. MJ and Traci will develop a draft of the update to the Congregation.
- Traci and Rob will draft a Communications Plan for the effort. They will loop Gary Penn into this effort as needed to determine how to use the website to provide information on the committee's work, as appropriate.
- Emily will add the Usher fire emergency plan document to the google drive. Everyone should review the document.
- Rob added the existing policy about law enforcement related to ICE to the google drive. Everyone should review that document.
- Traci will find the November 2017 All Souls Disruptive Persons policy and add that to the google drive. Everyone should review that document.
- Everyone will review the starter list document and add items they deem important. Items to consider:
  - Defining what we mean by disruptive behavior
  - Is the policy focusing on individuals that are members of the Congregation, outside individuals, or both?
  - The policy will focus on the physical safety of the church. Recommendations can be provided with the final policy concerning expansion to issues like Congregational wellness
  - How to focus the policy to specific areas of concern – e.g., addressing racist/homophobic behavior
- Everyone will start thinking about individuals and groups inside and outside of All Souls that the committee needs to contact/interview to obtain additional information to develop the policy.
- Cathy will update the timeline to include development of the Communications Plan and the September assessment and send the updated timeline to the committee.
- Cathy will check in on progress of the committee about two weeks before the next meeting.
- Cathy will develop an agenda for our next meeting.
- Next Meeting – July 12, 2020 from 12 – 1 pm

# **All Souls Security Committee**

## **Agenda**

**July 19, 2020**

**12- 1 pm**

### **Zoom Call-in Information**

Topic: Security Committee Meeting

Time: Jul 19, 2020 12:00 PM Eastern Time (US and Canada)

Link: <https://us02web.zoom.us/j/83816068269>

Meeting ID: 838 1606 8269

Call-in number: +1 301 715 8592 US (Germantown)

- Reading by Rob K.
- Timeline Review (Cathy T.)
  - Changes made!
- Engaging Internal and External Partners (Everyone)
  - Begin to compile a list of organizations and individuals from the Congregation and external to the Church to gather information, ideas, opinions from
  - Begin to identify mechanisms to engage interested parties
  - Congregational updates
- Status of the draft Communications Plan (Traci and Rob)
- Review of Usher fire emergency plan (Emily)
- Discussion of starter list document and add items deemed important (Cathy T.)

Items to consider:

  - Defining what we mean by disruptive behavior
  - Is the policy focusing on individuals that are members of the Congregation, outside individuals, or both?
  - The policy will focus on the physical safety of the church. Recommendations can be provided with the final policy concerning expansion to issues like Congregational wellness
  - How to focus the policy to specific areas of concern – e.g., addressing racist/homophobic behavior
- How can the Racial Justice Organizing Group assist with the development of the Security Policy? (Rob)
- Action Items/Next Steps (Cathy T.)

**DRAFT**  
**All Souls Security Committee**  
**Draft Generalized Timeline**  
**July 2020**

- June – July 2020
  - Review of background resources
  - General planning for actions
  - Identify the list of individuals groups to be engaged by the committee
  - Finalize the committee's timeline
  - Complete Communications Plan
  - Begin to develop a draft policy
- August 2020
  - Begin to set up interviews
  - Begin to draft September Congregational update
  - Continue to develop draft policy
- September – October 2020
  - Begin to conduct interviews/informational sessions
  - Send out one Congregational update
  - Continue to develop draft policy
- November – December 2020
  - Complete Interviews/informational sessions
  - Continue to develop draft policy
  - Begin to discuss any funding requirements to implement the policy with the Board (if needed)
  - Begin to draft contracts (if needed) to implement the policy
  - Begin to develop training/information material/approach (as needed) for Congregation about the final policy
  - Send out one Congregational update
- January 2021
  - Complete draft final policy
  - Send draft final policy to Board for review and comment with a funding request (if needed)
  - Begin to draft contracts (if needed) to implement the policy
  - Finalize training/information sessions material/approach
  - Send out one Congregational update
- February – March 2021
  - Complete final policy post Board's review
  - Finalize any in-house needs to implement the policy
  - Conduct training/information sessions
- April 2021
  - Implement final policy



**All Souls Security Committee**  
**Next Steps/Action items**  
**July 19, 2020**

1. Upcoming ADORE Session – Check on being able to say a few words about the committee’s efforts – Rob K.
2. Committee information – Put together a PDF of information about the committee’s efforts. This will include the Terms of Reference, past meeting agenda’s and draft timeline – MJ and Cathy T. Talk to Gary about getting the PDF on the church website – Traci
3. Communications Plan – Outline of Communications Plan on google drive - Traci
4. Survey development – Develop 6-10 survey questions to gain more information from members of the ADORE list-serve. Survey questions should be folded into the set of baseline questions for interviews. Include questions about survey demographics and if the survey participant wants to participate in a one-on-one interview with the committee. Allow 1 week for participation in the survey - Rob K. + questions developed by the committee
5. Starter list of groups to interview –
  - a. Transformation Team
  - b. Staff
  - c. Congregants that self-identify through the on-line church bulletin
  - d. 8<sup>th</sup> principle workgroup
  - e. Migrant Solidary Team
  - f. Black Souls
  - g. Rainbow Souls
  - h. Young Souls
  - i. Non-black people of color
  - j. Ushers/Greeters
  - k. Silver Souls
  - l. Others as necessary
6. Confidentiality – Develop a statement about information confidentiality and ground rules for the interviews (need a volunteer)
7. Information committee members want to glean from interviews –
  - a. What safety policy is most appropriate for the church?
  - b. What are the most important things to consider in a security policy?
  - c. What are your fears about church security and what would make you feel comfortable with church security?
  - d. How do you understand safety in the context of the church?
  - e. Understand how different approaches to security impact people differently (like how the police effect different members of the Congregation)
  - f. How do you feel about the church’s ability to respond, or not, to an active shooter situation/violent attack?
  - g. What role should staff play in church security?
  - h. If you have had an interaction with the police – do you want to be interviewed by the committee?

8. 3 options to consider gathering information for the security policy –
  - a. Survey
  - b. Group sessions – with side boards and time limits
  - c. One-on-one conversations
9. Interview structure – There will be 2 committee members in each group interview
10. Usher Fire Plan – Summary of the plan will be sent to the committee via e-mail (Emily)
11. Agenda development for the next meeting (Cathy T.)

Next meeting – August 16, 2020, 12-1pm