

Unitarian Universalist Fellowship of Newark, Inc. (UUFN)

Job Description for the Campus Security Team

Preamble

The mission of the UUFN is to be a community of spiritual seekers inspired to create a just and compassionate world. To this end, the Campus Security Team works to maintain and enhance the security of the UUFN campus.

Responsibilities

1. Going forward: The Team may wish to consider adding/adopting tasks such as:

- evaluate existing campus security systems/procedures
- develop a multi-year plan
- defibrillator: maintenance, training
- training: NARCAN, mental health issues
- develop a list/spreadsheet of UUFN keys
- identify UUFN property
- develop procedures for security over UUFN physical property
- investigate adopting a “panic button” system
- review UUFN insurance policies to ensure adequate coverage

2. Past work: In the past, the Team has:

- conducted congregational training, e.g., first aid, active shooter defense, “Stop-the-Bleed”
- conducted fire drills
- conducted walk-around door security checks of the buildings on the UUFN campus
- wrote a grant and obtained a heart defibrillator
- held discussion meetings about NARCAN for drug overdoses, addressing mental health issues, sexually safe workplaces, and recovery from natural disasters

Unitarian Universalist Fellowship of Newark, Inc. (UUFN)
Job Description for the Campus Security Team

The Campus Security Team should also:

- Coordinate with the Worship and RE Teams as needed for planning fire drills;
- Submit an annual budget request to the UUFN Finance Committee or Treasurer;
- As soon as practicable after learning of unbudgeted financial needs for the Team, inform the Board; and
- Prepare a written report for distribution at the Annual Congregational meeting.

Revision History

Date	Action
06/15/2022	First draft by JR
06/29/2022	Edits/2 nd draft following 6/16/22 task force meeting
07/07/2022	Further round of edits following review by Emily
07/23/2022	Added “panic button” per email discussion with Barbara Ward