

# The Tribe of Gad



**Church Protocol, Security,  
Ushering**

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## Church Protocol, Security, Ushering

Genesis 49: 19

As our Prophet, Major 1 stated, in the Prophetic Manual Volume 3, “this tribe represents those in the protocol, safety, and security.” He said that no one can win against this tribe (Chronicle 12:8). The Prophet, Major 1 call them “Our Guardian angels.”

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## Mission

The tribe of GAD is in charge of the security in the church. Church security is essential to the professionalism that helps churches grow and proactively protect their leaders and members. The reason is that:

Churches are full of well-intentioned, good-hearted people. But a church is not automatically safe. Every time a group of people gathers, there are church safety concerns.

- Leaders protection
- Health issues
- Mental health issues
- Accidents
- Liability
- Child safety
- Relational conflict
- Ushering

# Purpose

The Tribe of Gad aims is to

- Identify potential safety issues and elaborate a list
- Establish security and safety protocol
- Determine recruitment criteria
- Establish protocols involving the pastoral team
- Establish protocol collaboration with local authorities
- Establish a functioning and command protocol within the team during services and various church events.

The Church Security Team Leaders must enforce compliance with these protocols.

# Principles

The Tribe of Gad is established on the following principles:

## **Protocol**

Let there be order in the church - 1 Corinthians

14:40; John 2:14-16

## **Security**

- Psalms 94:16 “Who rises up for me against the wicked? Who stands up for me against evildoers?”
- 1 Chronicle 9: 23 “So they and their children [had] the oversight of the gates of the house of the LORD, [namely], the house of the tabernacle, by wards.”

Ushers: An usher is a spiritual ambassador for the church (Magdalein, 2018).

- The heart of an usher is the heart of a servant, and he/she does the work for the Lord Jesus (Colossians 3:24).
- Psalm 84:10, “I would rather be a doorkeeper in the house of my God than dwell in the tents of the wicked.”

## **Transportation**

*“And the Lord said unto the servant, go out into the highways and hedges, and compel them to come in, that my house may be filled.” Luke 14:23*

## **The Tribe of Gad Departments**

- 1. Protocol Department**
- 2. Security Department**
- 3. Usher Department**
- 4. Transportation Department**

### **Protocol Department**

- Ensure the protocol the Local Pastors and Guests
- Coordinate and direct members who want to see the Pastor or Guests.
- In charge of the church bus and transporting of Pastor and guest Ministers.

- Any other duty or assignment that may be assigned by the Pastor
- Arrange with the motor pool for transportation for the visitor

### **Security Department**

- Ensure the security of all church properties.
- Carry the role of the holy police for the church.
- Keep general check and ensure security during and after service.
- Ensure the maintenance of the church generator, ensuring that there is always fuel and electricity for every meeting.
- Update the property register of the church from time to time.

### **Usher Department**

Members of the Usher department attend church services,

- Greets church visitors as they arrive from the entryways



- Escorts individuals to their seats or direct them to empty seats in the sanctuary.
- Helps those who need special seating or accommodations.
- Collects tithes and offering during the service.
- Reports to the local pastor.
- Distributes pamphlets, church bulletins, and literature on the church to visitors as they arrive and depart.
- Keeps the entry area clean and clear of debris including snow, mud, leaves, and other environmental detritus that might arise due to inclement weather.
- Keeps individuals and items out of the aisles to allow easy traffic flow and conform to fire safety codes.
- Represents the church by keeping a smiling face at every service.
- Assists with parking for individuals who need to be dropped off at the door or may have additional mobility issues.

- Arrives at least fifteen minutes before every service and remains after to help clean up and socialize with lingering parishioners.
- Makes introductions between new visitors and regular church members.

### **Transportation Department**

- Drive the Bus to pick up church attendants for Sunday School and services
- Keep the bus clean

Drive church guests and visitors as instructed by the local pastor.

## **Members**

Building a church safety and security team requires getting buy-in from three groups of people:

1. Church staffs
2. Drivers
3. Military, police, security and fire professionals in the church
4. Trained Volunteers

The church staff will administer the security team; the military, police, security and fire professionals

will help get the team built and trained; Drivers will handle transportation needs; Volunteers will assist in executing the safety and security protocol at each event and ushering during services

## **1. General Qualifications to be a member of the Tribe**

- Must be an active member of the church for at least “one” year.
- Must have a great reputation among the members and outsiders.
- Must agree to meet at least one time per month to pray with the other committee members.
- Must agree to never miss three meetings consecutively without a justifiable excuse that is approved by a majority of the group; otherwise, it will result in an involuntary resignation.
- Must agree to remain active in the church worship services, bible study, prayer services, major events, and members’ meetings.

- Must agree to lead by example in tithing and voluntary church contributions.

### **1. Tribe structure**

- a. Tribe Leader/ Chief Protocol and security Officer
  - i. Assistant Tribe Leader
- b. Departments Leaders
  - i. Co-department Leader
- c. Secretary
- d. Treasurer (if needed)
- e. Counselors (if Needed)

#### The Tribe Leader/Chief Protocol Officer:

Must be of good reputation and be credible. Must acquire and display the ability to manage through spiritual gifting, administrative talent, and expertise.

The leader will:

- Set up, handle, lead, and chair all committee and members' meetings
- Cooperate with the pastor BAC in making decisions relative to the Tribe
- Make sure that assignments, projects, resolutions are carried into effect

- Lead by example by promoting the mission and purpose of the Tribe

A. Assistant Leader:

Works with the leader to complete the tasks.

The assistant replaces the leader when needed and performs the duties required of the position. If the tribe leader resigns (voluntary or involuntary), or dies, the assistant tribe leader befalls the leader.

Departments Leaders/Marshall:

Every department leader works in with and under the control of the Tribe leader. The department leader responsibility is to:

- Ascertain that the department is performing resourcefully, and productively
- Plan, manage, direct, and preside all department meetings

- Serve as a liaison between your department and the other departments of the Tribe
- Motivate and watch over the spiritual growth of the members in the department while displaying personal spiritual growth
- Ensure that responsibilities, assignments, resolutions are effectively completed.

A department leader must:

- Hold a good reputation and be credible
- Be able to administer through spiritual gifting, administrative expertise, and natural administrative talents
- Handle conflict resolution and manage conflicts among committee members
- Collaborate with the pastor and leader of the Tribe in making decisions about the department
- Be a coordinator for the department to make sure that it is operating smoothly, preserving order and discipline.

B. Co-Department Leader.

Works with the department leader to complete the tasks. The co-leader replaces the leader when needed and perform the duties required of the position. If the tribe leader resigns (voluntary or involuntary), or dies, the assistant tribe leader befalls the leader.

Secretary of the Tribe:

The secretary's main responsibility is to keep the minutes of every meeting and provide a summary of the previous meetings displaying major discussions/decisions. And, keep the archives of the Tribe. Additional duties include:

- Update absentees of their tasks
- Contact committee members to remind them of meetings
- Prepare and manage correspondence, reports, and documents

- Organize meetings, conferences, and travel arrangements, (collaborate with Media for equipment needed for meetings)
- Maintain schedules and calendars
- Arrange and confirm appointments
- Handle incoming mail and other materials such as letters of requests for any staff under the Tribe
- Set up and maintain filing systems
- Maintain databases (staff assignments, schedules, visitors' information, etc.)
- Communicate verbally and in writing to answer inquiries and provide information
- Serve as the liaison between internal and external contacts of the Tribe
- Coordinate the flow of information both internally and externally through e-mail, phone calls, word of mouth, etc.



## Treasury of the Tribe:

The treasure will work very closely with the church finance committee. The treasurer is responsible for:

- Keeping accurate financial records for internal activities to the tribe, and in relation to the church
- Providing financial reports to the pastor, tribe leader and members upon request, and at every Tribe meeting. The treasurer will collaborate with the church finance committee to:
  - Oversee and motivate members'/ visitors' contributions
  - Execute accountability for the entrusted funds
  - Direct funds to proper channels
  - Develop and propose a yearly budget

## Counselors of the Tribe

The counselors are responsibilities are:

- Ensuring that the group is performing right and making the right decisions
- Helping and counseling all the members of the tribe
- Serving as veterans and liaisons between the church members and the tribe to provide guidance on what to do and what to avoid.

## Action Points

The tribe must

1. Set up appropriate protocols and enforce the respect of protocols
2. Enlist the needed equipment, annually update that list, and produce that report list to the local pastor
3. Develop an action plan to get approved by the local pastor and BAC
4. Present a monthly report of activities to the local pastor
5. Produce a report of incidents to local law enforcement

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## Some Guidelines

1. There must be a protocol for emergency situations and a list of personnel mandated for operational control when an incident

occurs to execute that protocol and minimize the risk of real harm,

2. Get buy-in from the right people as listed above
3. Run background checks on all church security team members
  - a. Most people who want to volunteer for the church security staff are good people with good intentions. Nevertheless, it is important to run a background check on those who serve on these staff or volunteer positions.
  - b. Background checks enforce trust and enforces unity to the security team.

4. Designate incident command protocol
5. Write emergency scripts for the pastoral team
6. Create and train a safety team

Members of the tribe do not need to be police or fire professionals, but the team should be trained and overseen by someone who meets two qualifications:

1. They have extensive police or fire training
2. They are able to build good reports with local police and fire departments.

The team should accomplish two things:

1. Make people feel safe, not intimidated, by the church security team
2. Be a team player and follow the security protocol written by the church security team leaders

Write a quarterly report of incidents and incidents handling

## 7. Liaison with local fire and police professionals

The church security team leader and pastor should liaison with local police and fire departments to develop a positive working relationship with them. This can be as simple as buying lunch for the local department once a quarter and asking to meet with a

point person from the department to share your incidents and vulnerabilities.

When a positive working relationship with the local police and fire departments is established, this positive relationship must be communicated to the church. Knowing that the police are present and friendly with the church, makes members feel secured, deters potential security threats, and give members a sense of safety and security within the church.

## 8. Invest in church safety technology

Security Team should work with the church to minimally purchase three things:

1. Security cameras
2. Two-way Radio communications for the Security Team and Church Staff
3. An AED (automated external defibrillator)

Security cameras can detect, deter, and document potential security threats providing an additional layer of protection against liability.

A two-way radio communications technology enables the church security team and church staff to quickly and accurately communicate with other security personnel and church staff. That disposition is essential when responding to potential security/safety issues.

At a minimum the following people or groups should have the ability to communicate in “real-time”:

- Security Team
- Children’s Ministries
- Facilities
- Speaker Assistant/Usher

An AED is a lightweight, battery-operated, portable device that checks the heart’s rhythm and sends a shock to the heart to restore a normal rhythm.

It is important that, whenever there is an event at church, there is always someone available who is

trained by the security team to use the AED  
(Maxwell, 2019).





## References

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