

## Procedure to Respond to Disruptions to the Worship Service

As members of First-St. Andrew's United Church, we strive to be inclusive and compassionate. We celebrate diversity and welcome all individuals. As the same time, we have a duty to protect our congregation and staff from harassment, threats, and physical harm. For that reason, we have outlined a response to disruptions to the Worship Service.

### **Narthex Co-ordinator and Atrium Steward**

- On arrival at church, the **Narthex Co-ordinator** will determine who and where the Atrium Stewart and Support Staff are that day.
- When a threat is perceived, the **Narthex Co-ordinator** will alert the Atrium Steward and the Support Staff.
- If the disruption occurs in the Atrium, the **Atrium Steward** will alert the Support Staff.
- The **Narthex Co-ordinator** will ask someone to video the interaction between staff and disruptor.

### **Minister**

- If the person enters the sanctuary, the **minister** will welcome the person and ask him/her to sit down and respectfully join us in Worship.

### **Support Staff and Atrium Steward**

- These staff members will evaluate the threat posed by the intruder:
  - If they determine person is not intentionally disrupting the service, the staff member could sit with the person and quietly converse or could invite the person downstairs for a coffee. Both of these staff members will stay together, so no one is alone with this person.
  - If the person is intentionally disrupting the service, staff will ask him/her to leave. If they do not leave, the staff will call the **police at 519-661-5670**
  - In an extreme situation, where evacuation of the church is required, the fire alarm should be pulled so the Sunday School also knows of the need to leave. The **minister** could also assess the situation and ask people to evacuate the church. **Staff will call 911.**

