



# Student Ministry Adult Visitor Process

## Purpose

*To equip the staff and volunteer teams at all campuses with a process that upholds our Secure Area Policy and ensures the safety and security of our students. This process will gather relevant adult visitor information and clearly identify these adults as visitors during their time. It allows us to collect contact information and track attendance of visitors at each location in an electronic format so that all Student Ministry staff have accessibility to records if needed.*

## From our Secured Area Policy:

“During service, a volunteer should be stationed at the entry/exit point of secured areas. For Wednesday nights and special events this means no unauthorized adults are allowed past the lobby.”

“VISITOR: Ensure that the individual has a visitor name tag on and have properly checked in with a staff person or a background-checked volunteer”

## Process:

1. Have a SM check in volunteer at a Visitor Check In station near front door or check in area in lobby.
2. Use Next Steps IPADs or check in laptop to fill out the SM Visitor Check In form  
<https://myebc.ccbchurch.com/goto/forms/1030/responses/new>
3. Volunteer checks driver's license, writes name on a Visitor Nametag and Lanyard
4. A written log is kept with name of volunteers for the night to track who has a lanyard.
5. Check out is required as well. Lanyard is returned. Log is updated to show lanyard returned.

## Follow Up:

- If check out does not occur and lanyard is not returned. Campus staff or volunteer should call visitor to ensure that they have indeed left the building and request lanyard to be returned asap.
- Campus staff may choose to contact visitors to engage them after they have visited via email.
- Central staff will audit visitor form entries for trends or discrepancies periodically.

*\*There are a few events throughout the year that parents are asked to attend, ie. Parent Night and 6<sup>th</sup> Grade Preview. During these events check in for parents will be done similar to our student check in instead of filling out the visitor form.*

Updated: 8/13/18