



CHURCH EMERGENCY PREPARATION AND RESPONSE Team Development & Job Descriptions

Your Church Emergency Preparation and Response Team will be a vital group of people in the event of an emergency. The process of developing a strong, reliable, and trained team will take time. However, relying on coordinators to get small portions of the job done will make the difference in whether an incident is handled well or not. Choosing good people with a heart for ministry is essential. Your team will need to be made up of people who handle pressure well, can adapt on the fly, and delegate. Each team member will be responsible for putting their own teams together that will accomplish their goals. Coordination and communication will be the key.

Here are suggested team members and job functions. Others may be selected, depending on your location, membership, and leadership. A more in depth job description should be developed for each member.

- Team Coordinator
The team coordinator should be someone who has the ability to respond well under pressure. This should be a person who has the ability to handle many tasks at one time and delegate tasks to the other team members. It is most advantageous to have a person who has had some emergency management, law enforcement, or similar experience. The team coordinator will be responsible for assembling the team, overseeing the training, and coordinating the implementation of the plan. They will also act as the incident commander in the event of an emergency.
- Assistant Team Coordinator
The Assistant Team Coordinator should possess all the skills of the team coordinator. In case the team coordinator is not available, the assistant team coordinator should be able to step in and lead the response.
- Staff Representative
A member of the staff should serve on this committee to coordinate and represent the staff in the preparation of implementing the plan. He or she will also act as a liaison between the team coordinator and the rest of the church staff.
- Board/Leadership Rep.
At least one member of the administrative board, elders, or trustees should serve on the team. They will be responsible for representing the lay interests of the team and work with the team leader on communicating with the congregation.
- Congregational Resource Coordinator
A person who has a good rapport with the membership should act as the congregational resource coordinator. Their function will be to obtain from the congregation what physical and personal resources they have available should they



be needed in an emergency. They will organize a “talent and resource bank” of sorts to catalog items that may be needed in case of an emergency.

- Facility Representative
A person who is familiar with the facility and equipment is important to have as a team member. They will be able to address how to shut down or start up necessary equipment and limitations that might exist in the event of an emergency.
- Membership Representative
During an emergency, it is important to communicate with your membership, especially those without family, the homebound, elderly and those with special needs. The membership representative will obtain and keep records of people with such needs and communicate with them before, during and after an emergency.
- Child Representative
Someone from the children’s area should be a team member. They will help evaluate and coordinate anything having to do with children in the event of an emergency. Their role will include proper evacuation, lock-down, and shelter arrangements that may be necessary.
- Youth Representative
Often, emergencies happen that involve youth. A representative from the youth ministry team is important to coordinate communication and response issues. Also, youth can often assist in delivering assistance during and after an emergency.
- Senior Representative
Often, in the face of an emergency, our senior saints often feel scared, lonely or abandoned. A senior representative can represent the needs of those who may have concerns or issues during an emergency.
- Usher Representative
Sometimes emergencies occur during a worship service. Ushers should be trained as to how to respond. The usher representative can communicate with the ushers and prepare them as needed.
- Medical Representative
It is possible that either during an individual emergency or broader incident that the input of a medical person is needed. This representative can help identify necessary equipment and even work on setting up a medical response team to respond.
- Prayer Coordinator
As you prepare and then respond to an emergency, it is critical not to underestimate the power of prayer. You will want to select a person who can organize prayer teams and communicate to them during an emergency.
- Spiritual Support Coordinator



Many people will have survived an emergency physically, but will have greater needs emotionally and spiritually. Having a designated counselor, staff member, or person of deep faith who will be able to coordinate the spiritual needs of people (victims and responders) is an important aspect of your response.