

**GUIDELINES RELATED TO CARRYING OF CONCEALED  
FIREARMS BY STAFF AND VOLUNTEERS ON A CHURCH'S PROPERTY  
(November 2018)**

*The following are guidelines regarding the carrying of concealed firearms by staff and volunteers on Church property while an individual is acting as a volunteer or staff person for the Church.*

*If the vestry or bishop's committee approves these guidelines for the Church or creates a policy from the guidelines, it would be appropriate to create signature lines below to evidence the approval of the governing body with the signatures of the rector/vicar and the senior warden. These guidelines should then be copied separately and available for individual staff and volunteers to sign to show their review and agreement to comply with the guidelines.*

1. The primary reason for any person issued a Concealed Pistol License is for the purpose of carrying a concealed firearm for self- defense or in defense of innocent third parties and in doing so comply with all State and Federal laws relating to the carrying of a concealed handgun and its use.
2. The carrying of a concealed firearm by a staff member or volunteer is strictly voluntary on the part of the staff member or volunteer. The choice to do so should only be done after serious consideration of the responsibilities involved.
3. The staff or volunteer must hold a current Washington State Concealed Pistol license.
4. The staff or volunteer shall obtain instruction by a National Rifle Association or other state or nationally certified firearms instructor, firearms school or agency or combinations thereof, approved by the Rector or their designee.
  - a. Such training shall utilize the course content materials, course of live fire, forms and written examination conforming to the requirements as established by the Washington Criminal Justice Training Center for Private Security and Private Investigators and conducted by the above certified instructor(s). **Formal certification from the Washington Criminal Justice Training Center is not required.** Or,
  - b. A training program offered by a licensed and certified firearms trainer or organization using a similar training program of similar design and skills confirmation including the same legal and safe firearms handling practice objectives as in (a) above.
  - c. Such training update, refresher and examination of skills and knowledge shall be conducted at least annually.
  - d. All training will be at the staff or volunteer's expense.
  - e. Training records shall be maintained by the Church.
5. A person who is an active or retired commissioned law enforcement officer, reserve law enforcement officer or within other categories of qualified law enforcement officers under Federal law<sup>1</sup>, the Law Enforcement Officers Safety Act, and have evidence of such certification are exempt from meeting the requirements of sections 3 & 4.

<sup>1</sup> Law Enforcement Safety Act, 2010 Title 18 USC, Chapter 44, Section 926(b)[qualified active duty LEO or 926 (c)[qualified retired LEO (LEOSA) and it's progeny

6. Equipment:

- a. Only good quality firearms and ammunition in good condition and design approved by the Rector or Vicar or their designee
- b. Only modifications approved by the Rector or Vicar or their designee are permitted.

7. "Open Carry" shall only occur by specific direction of the Rector or Vicar or their designee for extraordinary circumstances.

8. Volunteers or Staff qualified to carry concealed shall not remove their firearms from their holster on church property except in the course of the lawful defense of themselves or others or other emergent circumstances as directed by the Rector or Vicar or their designee.

- a. Exception: unloaded and rendered safe firearms may be used for instruction by certified instructors only, and in the total absence of ammunition when done in a nonpublic, closed room.

9. All staff and volunteers carrying a concealed firearm shall only carry weapons deemed lawful under state and federal law.

10. All staff and volunteers authorized to carry a concealed firearm on Church property in the course of their employment or volunteer activities are urged to acquire personal firearms specific liability and legal defense insurance for themselves at their own expense in addition to whatever protection they might have under the Church's regular insurance, which may have strict limitations and benefits.

11. The Rector or Vicar shall designate certain staff and/or volunteers to act on their behalf under these guidelines when necessary. A list of those staff and volunteers so designated will be maintained in the Church office.

12. As a private entity, the Church retains, at its sole discretion and absolute lawful right to inform any person verbally or in any written or electronic format, that they cannot carry a firearm on the church property. Such a determination shall be made solely by the Rector or Vicar or their designee(s). Failure to comply with such a prohibition may subject the person to arrest for criminal trespass should they fail to leave the premises upon request.

13. A policy with provisions similar to 1-12 above could be shaped into a firearms policy for the church. Such policy should be approved by the vestry or bishop's committee and a copy of any policy adopted by the church should be signed and dated by the rector/vicar and by the staff or volunteer with a statement that the staff or volunteer has read the policy and understands and agrees to it so that you have assurance that any individual carrying a firearm has read, understood and agrees to comply with the policy. A similar approval and acknowledgement should be obtained for a guideline document.