



## Christ Community Church Job Description

**Job Title:** Security Team Lead

**FLSA Status:** Part-time, Non-Exempt

**Work Days/Hours:** Days and Hours vary dependent upon need and include nights and weekends. Serves on an on-call basis. Estimated to work up to 15 hours per week.

**Weekend Responsibilities:** This position has regularly scheduled weekend responsibilities to include services, special events, and responding to alarm notifications.

**Reports To:** Executive Pastor and working in close collaboration with the HR Director.

**MINISTRY PURPOSE:** This position is responsible for overseeing the safety, security, and risk management of the church, its members, visitors, and the facilities while supporting Christ Community Church's mission of "Growing a Community Passionate for God and His Purposes."

### MINISTRY QUALIFICATIONS:

#### Character:

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Understand and embrace CCC's Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality which works effectively and efficiently with a diverse group of individuals with unique personalities and giftings.
- Advance CCC's culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

#### Competency – Skills:

- Excellent verbal, written, and interpersonal communication skills.

- Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality and professionalism at all times.
- Ability to remain calm, confident, and in command under stressful, challenging, and emergent situations.
- Outstanding organizational, administrative, and leadership skills.
- Ability to be forward thinking, exceptionally observant and highly perceptive, and have the natural tendency to initiate rather than react.

#### **Chemistry – Relational Abilities:**

- Appreciate the God-given personalities and spiritual giftedness of others exercising both a spirit of discernment and deference.
- Understand the unique discipleship and logistical needs of a growing church community.
- Resolve relational and professional conflicts quickly extending and receiving forgiveness.
- Confidence in making difficult decisions while realizing that people are more important than programs.

#### **Job Responsibilities:**

- Provide direction, recommendations, and updates to Executive Leadership on various security and safety plans, issues, and instances in an effort to ensure collaborative, timely, and thorough communication.
- Recruit, maintain, and develop a fully functioning and trained security and safety volunteer team.
- Collaborate with various church ministry teams to encourage and implement security and safety procedures to minimize inherent risks.
- Attend event and staff meetings to coordinate and ensure daily security of CCC services, events, daily operations, and facilities management.
- Respond to building alarm notifications and execute any follow-up coordination with first responders and/or Executive Leadership.
- Serve as the point-of-contact for local law enforcement, fire, and EMS.

- Develop and document security and safety policies, procedures, and protocols including weather, fire, active shooter, firearms, bomb threats, and kidnapping.
- Participate in the annual budget process to ensure adequate funds are available for the operation and sustainability of the church's security and safety programs.
- Develop, implement, and monitor the current and future electronic surveillance systems in all church buildings and facilities.
- Ensure the safe and secure gathering and delivery of the offerings to the designated location and individual.
- Provide a secure escort for the Finance Director or their designee making the off-site deposit following weekend services.
- Approve and issue facility access keys and/or fobs to designated staff, volunteers, and group leaders after the individual has participated in walkthrough lock-up training.
- Manage and maintain a detailed list of key and fob holders.
- Ensure the key box is organized, secured, and the master list is up-to-date.
- Maintain current knowledge of church related safety and security concerns and threats.
- Monitor the weather during services and special events and keep the designated pastor apprised of any concerns.
- Conduct internal investigations of accidents and incidents that occur on church property in coordination with the HR Director.
- Promote employee safety at work and deliver security and safety training as requested.
- Develop lock-down procedures and building exit plans for fire, active shooter, severe weather, etc.
- Maintain and manage medical and first aid supplies for the church's security/medical office.
- Ensure that the church's AED devices in the Main Building and The Ridge are fully operational and serviceable.
- Coordinate and schedule CPR/AED training for the Security Team and maintain records.

- Perform other related duties as assigned by the Executive Pastor.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma. Some college coursework in a related discipline is preferred.

**Experience:** Two years of related training and/or experience to include the supervision of others. Related experience includes but is not limited to military service, law enforcement, public safety, investigations, and risk management. Current concealed carry permit and a high degree of proficiency with firearms.

**Skills:** Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality and professionalism at all times. Experience with reporting and emergency response planning. Excellent knowledge of security and safety protocols, best practices, and procedures. Ability to interpret complex instructions, issues, and situations and communicate specific directives in a clear, concise, and logical manner.

**Physical Requirements:** Periods of time spent sitting, standing, walking, kneeling, bending, climbing, crawling, and stooping. Mobility to move from one area to another within the Church campus and to off-Campus locations. Ability to work outside in various climates and variable temperatures. Moderate lifting up to 35 lbs. and moderate carrying up to 35 lbs. Ability to reach above shoulders, to extend arms, and to reach. Ability to climb a ladder. Manual dexterity sufficient to operate standard business office equipment as well as firearms. Specific visual acuities to include close vision, distance vision, color vision, depth perception, and the ability to adjust focus in various conditions and timeframes.

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