



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Security Personnel**
Reports to: **Security Director**
Position Status: **Part-Time, Non-Exempt**

Department : **Security**
Effective: **July 2011**
Replaces: **All Previous**
Position Number: **RC - 29 - 11**
Posting Date: **July 20, 2011**
1st Closing Date: **July 26, 2011**

Position Summary: The purpose of the Security Personnel position is to ensure a safe worship environment for all at the Rock Church and outside events as needed, as well as coordinate the protection of key dignitaries and visitors during weekend services and other events as needs dictate. This position will be a high level protection coordinator position. The Security Personnel position will at times ensure that Rock buildings are secure and free of non-staff personnel at the conclusion of each workday and that building alarms are properly set. The Security Personnel position will oversee all protection team leaders and related personnel, ensure proper staffing of protection teams at each service, and provide associated training for all designated team members in preparation for any emergency that may arise. The Security Personnel position reports directly to the Director of Security. **NOTE:** This position is only open to current Rock Security Ministry volunteers.

Job Responsibilities and Duties:

1. Oversees a team or teams of volunteer security personnel as needed and requested by the Security Director.
2. Observes all congregants for safety reasons in order to preserve life and protect property at the church.
3. Coordinates with the Security Director on security matters related to all remote site locations to achieve best security-related practices uniformly across all Rock venues.
4. Assists in coordination and implementation of all remote facility security needs.
5. Develops, trains, manages and maintains a team of security leaders and volunteers dedicated to ensuring the safety of the key dignitaries and visitors.
6. Adherence to protocols expressly set for the Protection Detail.
7. Emergency and evacuation procedures for protection team.
8. Personal protection related duties.
9. Negates any unauthorized access to those on stage.
10. Screens and appropriately refers requests of congregants to see key dignitaries and visitors.
11. Facilitates staff access to key dignitaries and visitors as necessary and appropriate.
12. Monitors entry and exit of and near the ready room.
13. Discretely screens packages and gifts.
14. Watches for, appropriately handles and reports irregularities to the Security Director such as safety or fire hazards, packages left behind, items left out of place.
15. Ensures the writing of reports to record data, such as but not limited to: injury, illness, 911 calls, property damage, suspicious situations, etc. for use by supervisory staff.
16. Ensures proper closure and alarming of Rock Facilities at the conclusion of events and or Sunday services as requested.
17. Notifies the Security Director of any emergency or incident as soon as practical.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Security Director.

Job Skills and Requirements:

1. Must be a current Rock Security Ministry volunteer in good standing.
2. Bachelors degree or equivalent.
3. Basic understanding of the "flow" of ministry and the need to make things feel open, welcoming and friendly and yet secure.
4. Minimum 6 years of sworn law enforcement experience completed in good standing.
5. Must have a working knowledge of personal protection techniques and the physical ability to apply same without limitation.
6. Ability and willingness to qualify for and obtain a State of California concealed (carry) handgun permit if requested in writing by the Security Director.
7. Must have a working knowledge of firearms, weapon retention and disarmament techniques, chemical agents, defensive tactics and the escalation of force continuum.
8. Current CPR/AED certifications or willingness to immediately obtain.
9. Pleasant personality and ability to interact in a consistently positive manner using a high degree of diplomacy, discretion, flexibility and courtesy in gesture and in speech.
10. Demonstrated skills and techniques to recognize problems, including potentially harmful or threatening issues or situations and quickly apply resources in finding appropriate solutions to mitigate potential negative effects and minimize civil liability.
11. Ability to carry out instructions furnished in written, oral form.
12. Ability to work well under pressure and stressful situations while exercising good judgment making sound decisions.
13. Ability to recognize and maintain confidentiality as appropriate.
14. Strong verbal and written communication skills.
15. Ability to work independently or in a team-oriented environment.
16. Ability to speak to large groups on security matters and relay instruction as appropriate.
17. Ability to recruit, organize, train and lead a group of dedicated volunteers for a specific task.
18. Ability to multi-task and coordinate practical and physical security efforts in several locations at once.
19. Ability to plan and strategize on different levels.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 50 lbs (with or without assistance). This position also may require long periods of standing up and walking. Sometimes work outside in inclement weather.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.