

SECURITY ASSISTANT

The security assistant is responsible for the overall security of the church facilities and people meeting in them.

Ministry Area/Department	General staff/administration
Position	Security assistant
Accountable To	Pastor, executive pastor or assistant pastor
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Other approved individual
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Exhortation • Serving
Talents or Abilities Desired	Alert • A spirit of discernment • Familiar with church facilities • Not easily intimidated
Best Personality Traits	Dependable • Serious • Levelheaded
Passion For	The welfare and safety of others
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** as needed

RESPONSIBILITIES/DUTIES

1. Patrol church building and property during regular church services and major functions.
2. Report any incidents to proper authorities. Write a report of any related facts.
3. Greet strangers on the property and offer assistance: *May I help you find your way? Is there someone I could help you find? May I assist you with anything?*
4. Discreetly keep an eye on any suspicious situations or people.
5. Inform and seek assistance from other church leaders or from local authorities as needed in suspicious or potentially dangerous situations.