



N.H.I. Security

Position Title: Director of Security
Reports To: Executive Pastor

Principle Function

The Security Director (SD) will be responsible for: directing and managing security at the church facility and at all related church activities; recruiting, training, and directing the security team; developing and overseeing the budget for the security department; communicating security needs to the staff and congregation.

Specific List of Responsibilities

- Security – the SSD will be responsible for ensuring the security of the building. This includes doing regular, documented inspections that focus on adequate lighting, bushes around doors and windows, locks on windows and doors, office security, daytime security, evening security, weekend security and after hour's security. This also includes oversight of all access and security procedures and equipment. SD will train volunteers as needed to serve on the safety and security team.
- Transportation – the SD will have oversight of the transportation program. This includes scheduling regular maintenance inspection of all owned vehicles, ensuring they have adequate first aid and safety equipment and obtaining driver's lists for both owned and private vehicles (includes license and insurance verification). SD will also be responsible for obtaining or conducting training for drivers. SSD will consult and provide suggestions for those taking trips as to safe procedures.
- Youth and Children – the SD will be responsible for the security of our youth and children. This includes advising staff on policies related to hiring, supervision and training of volunteer and hired staff. SD will also consult with

leaders on key events that will be taking place on and off property which include at-risk activities.

- Financial – the SD will oversee the security of the collection from start to finish. This includes placing it in a secure location after it is collected, then making sure counting is done by at least two unrelated adults. SD will then make sure the collection is securely deposited at the bank. SD is also responsible for securing funds received during special events.
- Emergencies and Crises – the SSD will oversee responses to any emergencies and crises that may occur. This includes developing procedure and training others as needed to be able to respond. This may mean the coordination of health and welfare (medical) team, communications, knowledge of shelters, escape routes, signage, coordinating with emergency responders and supplies that may be needed. SD is also responsible for practicing emergency procedures with the congregation as a whole and smaller groups as needed. SD will develop a relationship and act as liaison with local police, fire, and emergency personnel.
- Perform duties and responsibilities in a manner to Glorify Christ and further the mission and ministry purposes of N.H.I. (Colossians 3:23, 24)
- Other general responsibilities:
 - a. Serve at a middle management level, which demonstrates a high degree of loyalty to the minister and ministry for which you support.
 - b. Be creative in developing new opportunities of ministry.
 - c. Assist Nominating Committee in recruiting and enlisting needed workers for all ministry areas.
 - d. Supply articles on a periodical basis for use in N.H.I. publications relating to your responsible area of ministry.
 - e. Give full support to the Unified General Operating Budget of N.H.I. and avoid soliciting or expending funds not previously authorized.
 - f. Serve as an effective staff liaison to assigned Ministry Teams and/or Standing Committees.
 - g. Adhere to church approved guidelines as set forth in N.H.I.'s Bylaws and Policies and Procedures
- Basic personal responsibilities:
 - a. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.
 - b. Maintain proper priorities in your home and be a spiritual leader to your spouse and children, if married.
 - c. Develop personal evangelism opportunities within and outside the church.
- Seek to get new people involved in other areas of ministry.
- Other duties as assigned by the Minister of Administration.
- Attend the monthly Equip meetings and any other called meetings by the Staff of N.H.I.



N.H.I. Security Guard

Position Title: Security Guard

Ministry: Frontline

Reports To: Security Director

Principle Function

The N.H.I. security officer guards all church property against fire, theft, vandalism, illegal entry or other violations of state, county or organizational rules of misconduct; is responsible for maintaining safe and secure grounds and buildings for N.H.I ministries ; and coordinate any emergency assistance needed on N.H.I.'s property.

Specific List of Responsibilities

- Periodically patrol buildings and grounds.
- Examine doors, windows and gates to determine that they are secure.
- Warn violators of rule infractions.
- Facilitate equipment check-in, check-out, i.e. radios, hearing aids
- May be required to apprehend or expel persons involved in misconduct.
- May be required to inspect equipment and/or machinery to ascertain if tampering has occurred.
- Watch for and report irregularities such as fire hazards, leaking water pipes or any conditions that may endanger person(s) on church property.
- Observe departing personnel to provide high profile protection against injury or person(s) needing assistance while preventing misuse, theft or other abuses that can develop with larger groups of individuals moving or leaving at one time.
- May be required to assist with injured individuals, call for fire, paramedic or police services.

- Must know the laws and church rules and regulations as they pertain to security services.



- Must be capable of writing specific reports relating to incidents that have a bearing on the church or anything that could lead to legal actions, such as arrests, lawsuits, or violent actions by persons on the church property.
- May be required to regulate vehicular and/or pedestrian traffic for the purpose of Maintaining a safe and pleasant environment on the church property.
- Report building maintenance, custodial, or grounds problems to Maintenance Director.
- Other general responsibilities:
 - May be required to perform janitorial duties such as setting thermostat controls, handle potentially unsafe conditions concerning boilers, furnaces or air conditioners.
 - Other responsibilities
 - a. Both verbal and written communication skills are a must and personnel may have to act as information or assistance officers.
 - b. Unforeseen conditions may arise that fall within the general description of duties as stated above which would require management personnel to assign additional duties not specifically stated. These duties, however, would fall within the reasonable acceptance of job duties stated previously.
- Additional ministry responsibilities:
 - a. Perform duties and responsibilities in a manner to Glorify Christ and further the mission and ministry purposes of FirstChurch (Colossians 3:23, 24)
- Adhere to church approved guidelines as set forth in N.H.I.'s Bylaws and Policies and Procedures
- Seek to get new people involved in other areas of ministry.
- Perform other duties as assigned by your supervisor.
- Attend the monthly Equip meetings and any other called meetings by the Staff of N.H.I.