

OAKHILLS C H U R C H

- Our Mission:** *We are disciples who make disciples by guiding all people to follow Jesus moment by moment.*
- Our Vision:** *We envision a community of disciples courageously engaging the culture with the hope of Jesus where we live, work, learn, and play.*
- Our Values:**
- God Dependent:** We live fully surrendered to the guidance of the Holy Spirit.
 - Persistent Prayer:** Prayer fuels our relationship with God and aligns us to his will.
 - Authentic Love:** Jesus authentically loved all people and we will too.
 - Family Focus:** We partner with families to raise the next generation of Jesus followers.
 - Biblical Community:** We encourage one another through intentional relationships where everyone is known and loved.
 - Radical Generosity:** Everything we are and everything we have is devoted to serving God and serving others.

Job Title:	Security and Safety Manager	Status:	Full –Time
Department:	Operations	FLSA:	Exempt
Reports to:	Director of Operations	Job Class:	Professional
Direct Reports:	Contract and Volunteer Personnel	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Sunday-Thursday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

- I. **Job Summary:** This position is responsible for planning and directing the security operations of employees, congregants, church activities, and property of Oak Hills Church. Assists with implementation and administration of all aspects of physical and electronic security for the campus. Exercises direct supervision over contracted and voluntary personnel.
- II. **Primary Duties and Responsibilities:**
1. Schedules, coordinates and oversees volunteer and outsourced security personnel. Reviews and approves time; processes check requests for payments. Prepares reports for management review.
 2. Recruits, interviews, and schedules all Safety and First Aid Ministry volunteers for weekend services and special/large events.
 3. Ensures volunteers complete the application and screening process. Assists with the selection of contracted personnel. Ensures contract employment records are maintained.
 4. Responds to security and safety calls and follows appropriate protocols as needed. Documents and prepares incident reports. Keeps volunteers and contracted personnel informed of special notifications, events, and logistics changes.
 5. Serves as the church’s focal point of contact for security incident response planning and execution. Serves as a general security presence. Conducts investigations and prepares detailed reports. Identifies, researches, and reports potential safety issues and threats.
 6. Develops, implements, and maintains approved safety and security policies and procedures including building access, alarm systems, evacuation, active shooter, inclement weather and other emergency protocols. Schedules and coordinates bi-annual staff and volunteer safety training. Plans and delivers training presentations as needed. Works closely with Ministry Leaders to ensure Volunteer Ministry Teams are properly trained on emergency procedures.
 7. Monitors and maintains all surveillance cameras for all locations; troubleshoots for minor repairs and replaces as needed. Monitors and maintains all safety equipment including AED’s and Bleeding Control kits. Orders replacement supplies as needed.
 8. Monitors and coordinates badge and key access to appropriate personnel in accordance to policy and procedures.

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Security and Safety Manager (continued)

9. Ensures compliance with state, federal, and church policies and regulations. Assists with ensuring staff, volunteer, and contracted personnel compliance of policies and procedures.
10. Attends assigned staff meetings, solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development to direct report.
11. Manages and participates in the annual budget preparation to ensure adequate funds for the assigned area. Monitors and approves expenditures; directs and implements budgetary adjustments as necessary.
12. Other duties and responsibilities as assigned.

III. Minimum Qualifications:

1. High School or GED diploma. Two (2) years of college from an accredited college or university preferred.
2. Five (5) years of increasing responsible experiences in security administration, law enforcement or security.
3. Experience can substitute for education.
4. Security Commission License.

IV. Knowledge and Abilities

1. Knowledge of applicable federal, state, and local regulations or standards.
2. Knowledge of accident prevention principles, practices, and procedures.
3. Knowledge of investigation procedures and techniques.
4. Knowledge of conflict resolution methodologies and techniques.
5. Knowledge of Microsoft Office software applications.
6. Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
7. Ability to conduct research and write reports.
8. Ability to maintain confidentiality.
9. Ability to think and act quickly and make sound accurate decisions.
10. Ability to communicate clearly and effectively through both verbally and in writing means.
11. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
12. Ability to establish and maintain effective working relations with coworkers, management, and the public.
13. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 50 pounds with assistance; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are inside and outside with occasional exposure to extreme weather conditions, hostile people, and emergency situations. Capable of working in a fast-paced environment under stressful situations. Must be flexible and able to respond to multiple task interruptions to provide service to all ministries.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ where you live, work, learn and play.
5. Attend Life with OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Security and Safety Manager (continued)

VII. Consistently Model the Staff Behavioral Values:

1. We Abide in Christ First
2. We Are Better Together
3. We Give the Gift of Trust
4. We Commit to Truth in Love
5. We Are All In
6. We Pursue a Biblical Approach to Life and Work

UPDATED: September 2020