

**USE THESE SAMPLE DUTY DESCRIPTIONS TO DEVELOP YOUR OWN, SPECIFIC TO
YOUR Faith Based Organization**

Safety Ministry Team Lead

Position Title: Safety Ministry Team Lead

Reports To: Lead Pastor

Principle Function

The Safety Ministry Team Lead will be responsible for the development of safety and security guidelines and procedures based on the industry's best practices; directing and managing security at all FBO facilities and at all related FBO activities; recruiting, training, and directing the SMT; developing and overseeing the budget for the security department; communicating security needs to the staff and congregation.

Specific List of Responsibilities

- Security—The Safety Ministry Team Lead will be responsible for ensuring the security of the building(s). This includes conducting regular, documented inspections focusing on adequate lighting, bushes around doors and windows, locks on windows and doors, office security, daytime security, evening security, weekend security, and after-hours security. The Safety Ministry Team Lead will also oversee all access and security procedures and equipment. The Safety Ministry Team Lead will train volunteers to serve on the Safety Ministry Team.
- Youth and Children – the Safety Ministry Team Lead will be responsible for the security of our youth and children. This includes advising staff on guidelines related to hiring, supervision, and training of volunteers and hired staff. The Safety Ministry Team Lead will also consult with leaders on key events taking place on and off property, including at risk activities.
- Financial – the Safety Ministry Team Lead will oversee the security of the offerings and collections from start to finish. This includes the development and enforcement of guidelines and procedures. The Safety Ministry Team Lead is also responsible for securing funds received during special events. They will also oversee development of the proposed safety and security team budgets for senior leadership and board approval.

- Emergencies and Crises – the Safety Ministry Team Lead will oversee responses to any emergencies and crises that may occur. This includes developing procedures and training others as needed to be able to respond. This may mean the coordination of the health and welfare (medical) team, communications, knowledge of shelters, escape routes, signage, coordinating with emergency responders, and supplies that may be needed. The Safety Ministry Team Lead is also responsible for practicing emergency procedures with the congregation as a whole or more minor groups as required. The Safety Ministry Team Lead will develop a relationship and liaise with local police, fire, and emergency personnel.
- Perform duties and responsibilities in a manner that Glorifies Christ and furthers the mission and ministry purposes of Friendship Church. (Colossians 3:23, 24)
- Other general responsibilities:
 - a) Serve at a middle management level, demonstrating a high loyalty to Jesus Christ, the FBO, and fellow servants.
 - b) Assist in recruiting and enlisting needed volunteers for the Safety Ministry Team.
 - c) Supply safety and security articles on a periodic basis for staff and volunteers relating to their area of ministry.
 - d) Serve as an effective staff liaison to assigned Ministry Teams and Standing Committees.
 - e) Adhere to FBO-approved guidelines as outlined in [YOUR FBO NAME] Bylaws and Guidelines and Procedures
- Other Safety and Security duties as assigned by the Lead or Campus Pastor.

Assistant Safety Ministry Team Lead

Position Title: Assistant Safety Ministry Team Lead

Reports To: Lead Pastor and Safety Ministry Team Lead

Principle Function

The Assistant Safety Ministry Team Lead will assist and perform all the duties of the Safety Ministry Team Lead in their absence: development of safety and security guidelines and procedures based on the industry's best practices; directing and managing security at all FBO facilities and all related FBO activities; recruiting, training, and directing the SMT; developing and overseeing the budget for the security department; communicating security needs to the staff and congregation.

Specific List of Responsibilities

- **Security**—The Assistant Safety Ministry Team Lead will be responsible for ensuring the building's security. This includes regular, documented inspections focusing on adequate lighting, visual obstructions around doors and windows, locks on windows and doors, office security, daytime security, evening security, weekend security, and after-hour security. The Assistant Safety Ministry Team Lead will also oversee all access and security procedures and equipment. The Assistant Safety Ministry Team Lead will train volunteers to serve on the Safety Ministry Team.
- **Youth and Children** – the Assistant Safety Ministry Team Lead will be responsible for the security of our youth and children. This includes advising staff on guidelines related to hiring, supervision, and training of volunteer and hired staff. The Assistant Safety Ministry Team Lead will also consult with leaders on key events on and off property, including at-risk activities.
- **Financial** – the Assistant Safety Ministry Team Lead will oversee the security of the offerings and collections from start to finish. This includes the development and enforcement of guidelines and procedures. The Assistant Safety Ministry Team Lead is also responsible for securing funds received during special events.
- **Emergencies and Crises** – the Assistant Safety Ministry Team Lead will oversee responses to any emergencies and crises that may occur. This includes developing

procedures and training others as needed to be able to respond. This may mean the coordination of the health and welfare (medical) team, communications, knowledge of shelters, escape routes, signage, coordinating with emergency responders, and supplies that may be needed. The Assistant Safety Ministry Team Lead is also responsible for practicing emergency procedures with the congregation as a whole or more minor groups as required. The Assistant Safety Ministry Team Lead will develop relationships and liaise with local police, fire, and emergency personnel.

- Perform duties and responsibilities to Glorify Christ and further the mission and ministry purposes of the FBO. (Colossians 3:23, 24)
- Other general responsibilities:
 - a) Demonstrate high loyalty to Christ, the FBO, and fellow servants.
 - b) Assist in recruiting and enlisting needed volunteers for the Safety Ministry Team.
 - c) Supply safety and security articles related to their area of ministry on a periodic basis for staff and volunteers.
 - d) Serve as an effective staff liaison to assigned Ministry Teams and Standing Committees.
 - e) Adhere to FBO-approved guidelines as set forth in the FBOs Bylaws and Guidelines and Procedures
- Other Safety and Security duties as assigned by the Lead or Campus Pastor.

Safety Ministry Team Volunteer

Position Title: Safety Ministry Team Volunteer

Reports To: Safety Ministry Team Lead

Principle Function

The Safety and Security Volunteer guards all FBO property against fire, theft, vandalism, illegal entry, or other violations of state, local, or organizational rules governing misconduct; is responsible for maintaining safe and secure grounds and buildings for Friendship Church ministries; and coordinates any emergency assistance needed on Friendship Church property.

Specific List of Responsibilities

- Periodically patrol buildings and grounds.
- Examine doors, windows, and gates to determine their security.
- Warn violators of rule infractions.
- Facilitate equipment check-in and check-out, i.e., radios, DSM banners, etc.
- May be required to apprehend or expel persons involved in misconduct.
- May be required to inspect equipment and machinery to ascertain if tampering has occurred.
- Watch for and report irregularities such as fire hazards, leaking water pipes, or any conditions including failure to properly secure facilities that may endanger person(s) on FBO 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 and call for fire, paramedic, or police services.
- Must know the laws, FBO rules, regulations and guidelines pertaining to safety and security services.

- Must be capable of clear and concise communication (verbal and written) for reporting incidents that have a bearing on the FBO or anything that could lead to legal actions, such as arrests, lawsuits, or violent actions by persons on the FBO property.
- Vehicle and pedestrian traffic may be required to be regulated to maintain a safe and pleasant environment on the FBO property.
- Report building maintenance, custodial, or grounds problems to the Maintenance Director.
- Perform duties and responsibilities that glorify Christ and further the mission and ministry purposes of Friendship Church. (Colossians 3:23, 24)
- Other general responsibilities:
 - a) May have to act as information or assistance officers.
 - b) Assist in recruiting and enlisting needed volunteers for the Safety Ministry Team.
 - c) Adhere to FBO-approved rules and guidelines as outlined in the FBOs Bylaws and Guidelines and Procedures
- Other Safety and Security duties as the Safety Ministry Team Lead assigned.