



# Church of God by Faith, Inc.

2409 Old Middleburg Road N. ~ Jacksonville, Florida 32210

## Security Officer Volunteer Ministry Job Description

**Volunteer Job Title:** Security Officer Volunteer Ministry Job Description

**Reports to:** Tobyius Holloway, Director of Safety and Security

**Scheduled Shift:** TBA

**Job Location:** General Assemblies/Conventions, Events and at the Discretion of the National COGBF Convention Coordinator.

**General Description:** The security officer is responsible for providing safety and security services to staff, members, congregants, visitors, guests and the community at the church of God by Faith.

The security officer is also expected to identify and evaluate security issues and to provide quality solutions in order to maintain a safe and secure environment.

The 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 Church of God by Faith, Inc., and coordinates any emergency assistance needed on the Church property.

### Job Qualifications

- Have to be a member of your local church for five years or more.
- 18 years or older
- Must actively attend your Local Church Services, District Quarterly Meetings and National Assemblies.
- Must attend national convention every year
- Willing to stand and walk for a period of 2 to 4 hours
- Must be confidential
- Must know the laws and church rules and regulations as they pertain to safety and security services
- Adhere to church approved guidelines as set forth in Church's Bylaws and Policies and Procedures

### Duties and Responsibilities

- Walking around making sure everyone is safe
- Stopping any kids from running in the building
- Working with the Medical team
- Assisting the Elderly & Handicap
- Assisting with Offering
- Assisting with Presiding Bishop, Executive Council, Wives' and their families (Confidential)