



## MINISTRY DESCRIPTION

<b>Position Title: Public Safety Officer</b>	<b>Department: Public Safety</b>
<b>Reports to Position Title: Public Safety Manager</b>	<b>Revised: 02/23/2015</b>

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Full-time           | <input checked="" type="checkbox"/> Part-time  | <input type="checkbox"/> Contract                             |
| <input type="checkbox"/> Exempt              | <input checked="" type="checkbox"/> Non-exempt |   |
| <input type="checkbox"/> Pastoral Ministries |  | <input checked="" type="checkbox"/> Administrative Ministries |

### POSITION SUMMARY:

Maintain a safe environment for employees and the congregation as needed.

### GENERAL QUALIFICATIONS:

1. Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by the manifestation of the fruit of the Holy Spirit.
2. Has a commitment to personal and active participation in the fulfillment of the Great Commission. (Matthew 28:18-20)
3. For Pastoral Ministries Staff positions, the staff member is willing to become a member of Grace Church, regularly and consistently attending the weekend worship services and participating in the life of the church.
4. Has demonstrated skills in relating to and working with people, especially volunteers, church staff, the congregation and others, within a team environment.
5. Has demonstrated a spiritual capacity and heart willingness to view this ministry as being a ministry unto the Lord, by serving the body of Grace Church.
6. Compatibility with the Grace Church Mission, Vision, Values, and Priorities and a lifestyle appropriate to a person in Christian ministry.
7. Has a commitment to prayer, as evidenced in both corporate and personal prayer times.
8. The staff member agrees to abide by the staff handbook.

### MINIMUM REQUIREMENTS/QUALIFICATIONS:

1. Minimum years of relevant experience: 2 years and must have a MN State Permit to Carry a firearm, valid MN driver's license and a clear driving and criminal background.
2. Education: High School
3. License/Ordination: n/a
4. Knowledge areas: Security, loss prevention, medical response, conflict resolution
5. Flexibility for evenings/weekends:  Yes     No
6. Computer applications:  
     Level:  Expert       Intermediate       Novice/Beginner
7. Communications:

- Public Speaking       Writing       Telephone  
 Small Groups       Counseling

8. Management/Leadership Experience:
9. Other Skills: CPR, AED, and first aid, proficient in use of a firearm and provide gun certification through the Burnsville Gun Range 2 times/year, ability to utilize strong verbal and interpersonal skills when speaking to staff and guests, ability to work alone with minimal supervision or in a team environment, ability to remain calm and make good decisions in high stress situations and ability to handle disgruntled or agitated people in potentially hostile and physical situations.

<b>SPECIFIC QUALIFICATIONS, PRINCIPLE DUTIES, AND RESPONSIBILITIES:</b>
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1. Ability to successfully complete all required training and pass examinations as needed.
2. Ability to demonstrate positive public relations skills.
3. Ability to demonstrate experience with Microsoft Programs.
4. Ability to work nights, weekends and holidays to meet church needs.
5. Ability to pass a background check, if age 18 or older, which may include, but is not limited to, credit, criminal, DMV, previous employment, education and personal references, per Grace Church policy, unless prohibited by federal, state law.
6. Provide high visibility patrol of building and grounds.
7. Provide protection of Grace Church property, assets, guests and staff.
8. Monitors, enforces and correctly reports violations of church rules and applicable state laws.
9. Assesses, resolves and contains situations and takes appropriate action steps based upon policies and training.
10. Responds to emergency situations and calls for assistance as necessary.
11. Writes legible, timely, concise, and accurate statements or reports for incidents.
12. Processes and completes departmental paperwork and maintains a high degree of confidentiality.
13. Assists with traffic direction and control of church property.
14. Operates church vehicles in accordance with church and department policies.
15. Monitors and prevents unauthorized entry into restricted areas.
16. Monitors and operates security, safety, and access control systems.
17. Testifies in court or hearings if required.
18. Provides crowd control and emergency assistance in the event of disorderly / violent individuals or crowds.
19. Performs other duties as assigned.
20. Provides guest service according to Grace Church Public Safety standards when serving our our guests or working with fellow staff members.
21. Adheres to Grace Church Public Safety department's rules of conduct including uniforms, and grooming standards outlined in the Public Safety policies and procedures.
22. Ability to work outdoors in all weather conditions.
23. Lift / carry 26-50 Lbs if needed.
24. Be able to stand, walk, sit, crawl, squat / Crouch / stoop, kneel and bend.
25. Be able to climb up to eight flights of stairs if needed.
26. Exposure to blood borne pathogens.
27. Intermittent noise above 85 dec.

**REPORTING RELATIONSHIPS/NUMBER POSITIONS SUPERVISED:**

<b>Position Titles of Direct/Indirect Reports</b>	<b>Direct</b>	<b>Indirect</b>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Total Direct:</b>	<b>Total Indirect</b>

**COMPLETED BY:**

Supervisor: Dale Nelson

Signature: \_\_\_\_\_

Date:

**APPROVED BY:**

Department Head/Executive Pastor:

Signature: \_\_\_\_\_

Date:

**REVIEWED BY STAFF MEMBER:**

Name:

Initial:

**REVIEWED BY HR:**

HR Representative:

Initial:

**POSITION DESCRIPTION IS NOT LIMITING, BUT SERVES AS A GUIDE FOR PRIMARY RESPONSIBILITIES.**