



Bethel Church Job Description

Job Title: Security Monitor

Prepared: December 2024

Position Overview

The Security Monitor is responsible for helping to make Bethel Church a welcoming, safe and secure location in order to further the mission of the church.

Since this is a Christian ministry, any person holding this position shall fulfill the associated responsibilities in a personal and professional manner that provides a positive witness for our Lord Jesus Christ.

Responsibilities

- Periodically patrol buildings and grounds, inspecting equipment and access points.
- Monitor surveillance equipment for activity.
- Respond promptly to any alarms or incidents, and take appropriate action as necessary.
- Maintain a visible presence.
- Greet attenders and visitors and direct them to correct location in building.
- Prevent losses and damage by reporting irregularities, informing violators of policy and procedures; confront wrongdoers or trespassers.
- Complete reports by recording observations, information, occurrences, and surveillance activities.
- Report suspicious activity, criminal behavior, and security breaches.
- Must comply with all local, state, and federal laws and regulations.

Qualifications

Character Qualities

- Spiritual maturity as evidenced by a commitment to Christ and the fruit of the Spirit
- Servant-leader: a gracious spirit and commitment to serving and helping others
- Takes initiative to openly communicate with other staff members and is responsive to others in their communication.
- Personable, courteous, responsive
- Takes initiative to resolve conflict in a biblical manner.
- Teachable
- Confidential
- Team player



Skills and Talents

- Excellent written and verbal communication skills
- Ability to follow complex instructions.
- Excellent interpersonal skills.
- Ability to manage multiple tasks.
- Must show prudent judgement

Education and Experience

- High school diploma or equivalent
- Two-years experience in security or related field, preferred
- Trained in de-escalation tactics, preferred

Reporting Relationships

Immediate Supervisor

- Facilities Manager

Partners with

- Head security monitor
- Facilities Team
- Senior Associate Pastor

Status and Work Schedule

- This is a part-time, non-exempt position, working approximately 12 hours per week.
- Working evenings and during large events.