



# FIRST BAPTIST JACKSON

## JOB DESCRIPTION/PERFORMANCE EXPECTATIONS

Job Title: Security Guard  
Staff Level: Service Staff – Full-Time  
Reports To: Director of Security

Department: Administration Ministry  
Pay Status: Full-time Hourly

### STATEMENT OF PURPOSE

The Security Guard at First Baptist Jackson (FBJ) is responsible for ensuring the safety of the congregation, staff, guests, and property by patrolling premises, monitoring entrances, and managing access during services and events. He/she acts as first responders to emergencies, manages traffic, and uses de-escalation skills to handle disturbances.

### BASIC PERSONAL RESPONSIBILITIES

1. Above all, grow closer to Jesus Christ. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority of your life, realizing that prayer, Bible study and Christian fellowship are essential to growing in God's will each day.
2. Keep family and personal health in the right position and priority. See that they come before everything except your personal relationship with the Lord, even before the work of the church. To do this, one day a week spent with family away from the church and related activities is strongly encouraged.
3. Support your immediate supervisor and all other church staff. This will call for flexibility and a spirit of teamwork.
4. Support the mission statement of the church.
5. Follow the guidelines outlined in the Personnel Manual.

### PRIMARY JOB DUTIES & RESPONSIBILITIES

1. Regularly monitor the church premises, both the interior of church buildings and the exterior of the church grounds, to identify and address any potential security concerns.
2. Monitor entrances and secure doors to prevent unauthorized access.
3. Ensure that church buildings and grounds are protected from suspicious individuals and unauthorized visitors.
4. Act as a first responder to incidents such as medical emergencies, fire alarms, or security threats.
5. Monitor and direct traffic before/after services and assist with crowd management during large events.
6. Check for hazards, such as fire safety issues or tripping dangers.
7. Use verbal de-escalation techniques to handle disruptive individuals.
8. Provide security escorts for staff, members or guests, particularly in parking areas during evening hours.
9. Provide information and direct visitors to the sanctuary and other meeting areas.
10. Notify the Director of Security and/or Capitol Police in case of emergency, including, but not limited to:
  - a. Break-ins
  - b. Vandalism
  - c. Theft
  - d. Assault

11. Work closely with the Director of Security and the Executive Pastor for Administration to ensure a coordinated and effective security response.
12. Communicate concerns, observations, or incidents to the Director of Security and the Executive Pastor for Administration.
13. Assist with implementing security measures as needed.
14. Perform other duties as assigned by the Director of Security or the Executive Pastor for Administration.

### **ESSENTIAL QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

1. Excellent verbal and written communication skills
2. Strong interpersonal skills
3. An intimate and growing personal relationship with Jesus Christ as evidenced by biblical fruit-bearing and daily habits of spending time with Him and His Word is an expectation of all of those who serve on the staff of First Baptist Jackson
4. Alignment with the mission, vision, values, goals and strategies of First Baptist Jackson and teachable with a strong commitment to self-development.
5. Ability to effectively receive and communicate oral and written instructions.
6. Ability to undertake a variety of tasks and prioritize them to meet deadlines while dealing with potential interruptions.
7. Ability to make decisions in a logical, responsible, and compassionate manner.
8. Teachable spirit with a strong commitment to self-development.
9. Ability to work cooperatively with a diverse group of staff and church members.
10. Flexibility to adjust work schedule to suit the needs of the church required.
11. Ability to pass a background check and pre-employment drug screening required.

### **PHYSICAL & MENTAL REQUIREMENTS**

1. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to hear, taste, smell, see, and speak.
2. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to balance, reach with hands and arms, bend/stoop/kneel, carry/lift, climb, sit, and/or walk.
3. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to stand on feet for extended periods of time.
4. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to utilize vision abilities including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties and responsibilities of this job, the employee must occasionally lift or move up to twenty-five pounds and complete tasks in confined spaces.
6. The employee must possess basic math and excellent speaking and writing skills, as well as excellent reasoning and organizational skills.

### **ENVIRONMENTAL CONDITIONS**

1. Work performed indoors and outdoors including exposure to stairs/steps.
2. Exposure to hot, cold, and wet working conditions; high/low humidity; and slippery surfaces.

### **EDUCATION & EXPERIENCE QUALIFICATIONS**

1. A High School Diploma or high school equivalency is required.
2. Basic knowledge and understanding of security methods required.

3. Basic knowledge and understanding of proper safety and security procedures required.
4. Ability to lift up to 25 lbs. required.
5. Previous security experience is preferred.

By signing below, I certify that I have read and understand the contents of the Security Guard Job Description. I also certify that I understand the policies and procedures as explained in the church's Personnel Manual. Further, I certify that I will do my best to carry out the Primary Duties and Responsibilities as a Security Guard at FBJ as contained in this Job Description.

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Employee Signature

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Date