



St. Mark United Methodist Church
8441 S. St. Lawrence Avenue
Chicago, IL 60619
773-846-2992

Immediate Opening

Email your resume to ptobias@stmarkumcchicago.org or mail/hand deliver to the church address.

Attn: Dorris McGill, Administrative Personnel Committee

JOB DESCRIPTION

Position Title: Security Staff Officer

Status/Category: Part-Time

Reports to: Security Supervisor/Senior Pastor

Salary: Hourly

Hours: 10-12 per week

Shift: Day and Evening

Job Summary:

The Security Staff Officer plays an essential role on the church security team. Security is responsible for maintaining a visible presence during worship services, events, and activities to deter potential threats and ensure the safety and security of the congregation and church property. Plays a crucial role in identifying and addressing any security concerns, while acting as a first responder in the case of emergencies. The officer reports to the Security Supervisor and Senior Pastor. The officer is scheduled as needed and for special events at the church

Essential responsibilities and duties:

- Escort members, visitors, and staff members to parking areas, especially during evening hours.
- Monitors cameras and gives members and visitors access to doors as needed
- Ensure that church buildings and grounds are protected from unauthorized visitors.
- Provide information and direct visitors to the sanctuary and other meeting areas.
- Direct traffic before and after church services and other events
- Cooperate with the Senior Pastor by performing other duties when requested.
- Conduct regular patrols of the church premises, inside and outside the building, to identify and address any potential security concerns.
- Monitor access points for suspicious behavior and ensure that all areas of the church are secure.



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Essential responsibilities and duties: continued

- Responds/Serves as a first responder in case of emergencies or security incidents
- Notify the police in case of emergency, including:
 1. Break-ins
 2. Vandalism
 3. Theft
 4. Assault
- Takes appropriate action to maintain the safety and well-being of the congregation.
- Works closely with the Security supervisor and Pastor to ensure a coordinated and effective security response.
- Communicate concerns, observations, or incidents to the Pastor and Security Supervisor.
- Assist with implementing security measures as needed.

Qualifications:

1. High School Diploma or G.E.D.
2. One year of experience as a security guard, police officer, or military police officer. Other combinations of experience and education that meet the minimum requirements may be substituted.
3. Outstanding surveillance and observation skills
4. Excellent communication skills
5. Working knowledge of state laws and regulations
6. Preference will be given to candidates with previous security or law enforcement experience.
7. Complete Safe Sanctuary Training (within a 90-day Probationary Period) or as required.
8. Complete Sexual Harassment Training as required.