



St. Mark United Methodist Church
8441 S. St. Lawrence Avenue
Chicago, IL 60619

IMMEDIATE OPENING FOR PART-TIME SECURITY STAFF

Send resume to office@stmarkumcchicago.org Attn: Dorris McGill

JOB DESCRIPTION

Position Title: Security Staff

Status/Category: Part-Time

Reports to: Security Supervisor and Senior Pastor

Salary: \$25 per Hour

Hours: 8–20 hours per week

Shift: Rotating day and evening shifts, including worship services and other church events as scheduled

Position Summary:

Security staff members help protect the congregation, visitors, employees, and church property. They report directly to the Security Supervisor and Senior Pastor and are scheduled as needed for worship services, rehearsals, church activities, and special events.

Duties and Responsibilities:

- Notify the police immediately in the event of an emergency involving break-ins, vandalism, theft, assault, or other suspected criminal activity.
- Escort members, visitors, and staff members to parking areas, especially during evening hours.
- Monitor church buildings and grounds and help prevent access by unauthorized individuals.
- Provide information and direct people to the sanctuary and other meeting areas.
- Direct vehicle and pedestrian traffic before and after worship services and other church events.
- Document security incidents promptly and submit reports to the Security Supervisor and Senior Pastor in accordance with church procedures.
- Perform other related duties as assigned by the Senior Pastor.

Job Requirements:

Successful candidates must demonstrate sound judgment, situational awareness, dependability, clear communication, and the ability to interact respectfully with congregation members, visitors, employees, and community partners.

1. High School Diploma or G.E.D.
2. At least one year of experience as a security guard, police officer, or military police officer is required. Equivalent education and related experience that meet the minimum qualifications may be considered in place of the one-year experience requirement.



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3. Preference will be given to candidates whose security or law enforcement experience exceeds the minimum requirement.
4. Complete required sexual harassment prevention training and Safe Sanctuary Training within the 90-day probationary period and thereafter as required.

With or without reasonable accommodation, the position requires the ability to stand and walk for extended periods, work indoors and outdoors in varying weather conditions, and respond promptly to emergencies.