

# CedarCreek Church - Job Description

**Position: Safety Director**  
**Reports To: Elder**

**Department: Safety**  
**Campus: All**

## **Primary Roles & Responsibilities:**

- **Operational Leadership** – Recruiting and training the members and leaders of the safety teams for all events, regardless of campus.
- **Policy Development** – Researches and develops best practices to maintain the safety of the staff, volunteers and parishioners. Develops and maintains the safety team manuals. Performs on-going risk assessments of all campuses.
- **Pastoral Care** - Praying for, counseling and connecting with safety team members.
- **Excellence** – Develops relationships with the leadership of all CedarCreek events and understands the safety needs of each ministry.

## **Position Requirements:**

- Agreeing to CedarCreek’s Statement of Faith.
- Being a tithing, Missional Member in good standing at CedarCreek Church.
- Championing the 5 Agreements of CedarCreek Church.
- Modeling and championing the Mission, Vision and Core Values of CedarCreek Church.
- Obeying the CedarCreek Church Staff 10 Commandments.
- Character, Competency, Chemistry and Commitment.
- Any additional requirements set by the Elders.

**Measurements:** The Safety Director will be evaluated by the following quantifiable measurements:

- Development of Campus team leads, quality of trainings, implementation of sound safety practices.
- Knowledge and implementation of sound security practices.
- Stewardship of Campus Budget and Resources.

**Accountabilities:** In addition to the quantifiable measurements, the Safety Director will also be held accountable for the following:

- Ensuring the safety of all guests and volunteers during ministry activities, setting and maintaining healthy standards of conduct for team members.
- Ensuring that Church and Ministry values are upheld personally, as well as within all campus activities, and among volunteers.
- Maintaining good fiscal responsibility, stewarding resources with excellence.
- Maintaining unity with staff and volunteers.
- Maintaining a positive mental attitude regarding the Church and its leaders in the presence of guests, staff and volunteer leaders at all times.
- Training certain staff and volunteers in safety matters for enhance various ministries.

## **Disclaimer:**

Nothing in this job description restricts the right of the Safety Director’s direct report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

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**Executive Director of Campuses Signature**

**Date**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Executive Pastor/Elder Signature** **Date**

Safety Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Listed below are the key responsibilities of the Associate Pastor and a suggestion of how to manage time used each week:

Role	Responsibilities:	Hours
<b>Operational Leadership (Weekend Service)</b>	Attends various campuses to help develop their Safety Teams.	20
<b>Training</b>	Prepares and presents trainings to all Campus safety teams, provides training to other ministries volunteers regarding safety related matters, ALICE or other trainings to staff at the Campuses.	10
<b>Pastoral Care</b>	Developing relationships with safety team members, staff, and key volunteers to develop and enhance safety and security needs of all Campuses.	10
<b>Administration</b>	Recruit, train, schedule, record documentation, database management and access security needs.	15
<b>Self-Leadership</b>	Reading, Learning, Growing yourself	5
<b>Total</b>		<b>60</b>

\*Sometimes the admin consumes more time depending upon needs. If this is a reoccurring issue, consider a different execution, email strategy OR schedule a conversation with the Campus Director to discuss needs.

**Weekly Schedule:**

Time spent is widely diverse. Obviously we are provided with flexibility but also at the same time we have the challenge of mitigating urgent needs of our community. See the two examples of weekly schedules to help clarify what a rhythm might look like on a light versus a busy week.

Green Zone: 20-34  
Yellow Zone: 35-50

Days	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Hours	3-9	7:30-3:30	Meetings & Evenings	Meetings & Evenings	Varies	Varies	
34	6	8	5	5	5	5	
	3-9	8-3:00 NC 5-9	8:30-6	8:30-5 LG 7-9	8:30-6	8:30-6 Email 8-10	
50	6	9	9	9	8	8	
	9-12 3-9	8-3:00 NC 5-9	6-7 8:30-5	8-6	12-9	8:30-5 Email 8-10	12-4 Training
60	9	8	9.5	10	9	10.5	4

Red Zone: 50+ consistently each week