

Position Title: **Facilities Director**
Status: This is a part-time position
Hours: 20 hours per week with a flexible schedule
Compensation: \$20 per hour based on qualifications
Reports To: Senior Pastor and Executive Pastor
Date Prepared: January 2026

Principle Function

The Facilities Director is responsible for providing oversight and coordination of the maintenance, effective use, and housekeeping of all church buildings and their equipment. The Facilities Director will work closely with senior church staff members (Senior and Executive Pastors) who will direct their work. They will exhibit a high level of competency and personal character. Evening and/or weekend work may be required based on church events.

General Duties

- Be prepared for and attend weekly staff meetings as available
- Serve as staff liaison to church committees whose responsibilities relate to facilities and grounds, helping to coordinate their work
- Perform other duties as assigned within the scope of work as Facilities Director

Specific Responsibilities

Facilities Maintenance and Management

- Coordinate or perform (within scope of experience) routine maintenance, repairs, and upgrades
- Keep a prioritized log of needed facilities and grounds repairs and improvements
- Maintain a preventative maintenance schedule and service logs

Equipment Maintenance and Management

- Create and maintain inventories of all facilities related equipment, overseeing their use including if borrowed for events off campus, and providing oversight of spaces used for their storage
- Recommend the purchase of needed or replacement equipment
- Ensure proper maintenance of all vehicles, trailers, etc.

Vendor and Contractor Coordination

- Identify, vet, and procure vendors and contractors for repairs and special projects
- Solicit bids as needed, consulting with the Executive Pastor before bid approval

Event Support

- Oversee all submitted Event Request forms requesting use of facilities and consult with senior church staff prior to approving the use of church facilities
- Oversee the electronic scheduling of the heating/air system to ensure the proper temperature in spaces in preparation for all events, whether regular or special
- Coordinate or perform the setup and/or teardown of church meeting spaces prior to and following regular and special church events, including weddings and funerals

Security and Safety

- Provide a presence on campus during the Friday morning hours of the First Learning Center
- Oversee the upkeep of fire safety equipment and compliance with local codes

Custodial Oversight

- Coordinate the work of custodial staff, contracted cleaners, or volunteers for regular cleaning and for cleaning following special events
- Schedule periodic deep cleaning of spaces and equipment
- Oversee the purchase, organization, storing, and use of all custodial supplies, maintaining an inventory of all such supplies
- Oversee janitorial and maintenance related budget line-item requests to be recommended to the Finance Committee, working with the Executive Pastor and related church committees

Required Qualifications**Spiritual**

- Have a clear testimony of faith in Jesus Christ and a growing personal relationship with Him expressed by ongoing spiritual disciplines such as Bible reading, prayer, personal worship, confession, fellowship, faithful giving, etc.
- Live a Spirit-led life and have a willing spirit of ongoing discipleship that demonstrates a teachable attitude and a godly lifestyle

Professional

- Professional and/or personal experience in facilities maintenance
- General people skills, ability to oversee other personnel, planning, organizing, evaluating, and budgeting
- Ability to lift 50lbs, perform physical tasks, and work flexible hours as needed

Personal

- Support the leadership of a pastor led, deacon served, staff equipped, committee supported, and congregationally affirmed church
- Demonstrate a willingness to be held accountable and hold others accountable
- Demonstrate self-motivation and the ability to motivate others
- Make difficult decisions while following a biblical standard
- Embody the spirit and biblical example of servanthood

I, the undersigned, have read and understand the requirements for this position.

Signature

Date