

Ministry Title:

Facilities & Grounds Ministry Leader

Purpose Statement

The purpose of the Facilities & Grounds Ministry Leader is to provide faithful stewardship, oversight, and risk-aware management of the church's physical property. This role ensures that all facilities and grounds are clean, safe, functional, and well-maintained in a manner that supports worship, ministry activities, hospitality, and compliance with insurance, safety, and risk-management standards.

Role Descriptions

The Facilities & Grounds Ministry Leader serves as the primary overseer of the church's buildings, grounds, and related operational systems. This leader coordinates maintenance, cleaning, and grounds-keeping efforts; supervises volunteers and approved contractors; and helps ensure that church property is managed responsibly, safely, and in accordance with best practices commonly expected by insurers and governing bodies. The role blends practical leadership with spiritual stewardship and accountability.

Primary Responsibilities

- Provide leadership and oversight for all facilities, grounds, and property-related operations
- Coordinate ground-keeping activities, including lawn care, landscaping, snow or debris removal, and seasonal upkeep
- Oversee building maintenance, including routine repairs, preventative maintenance, and facility inspections
- Supervise janitorial and cleaning operations to ensure cleanliness, sanitation, and readiness for ministry use
- Recruit, train, and schedule volunteers serving in facilities, maintenance, cleaning, or setup roles
 - Janitorial and Cleaning
 - Volunteers
 - Ice Machine
 - Kitchens- under Kitchen Titus 2

- Closets Organization
- Seasonal Cleaning
- Windows
- Polish and wax

- Groundskeeping Team
 - Additional flower bed
 - Church Sign
 - Parking Lot Upkeep
 - Dumpster
 - Playground
 - Recreation Areas
 - Fields
 - Gutters
 - Outside Cleaning and Upkeep List

- Maintenance Volunteers
 - Vehicle Maintenance
 - A/C Maintenance
 - Plumbing Maintenance
 - Electrical Maintenance
 - Paint and Carpentry
 - Doors and locks

- Coordinate with licensed and insured contractors and vendors as approved by church leadership

- Assist in maintaining safe building conditions, including lighting, walkways, entrances, exits, and accessibility

- Monitor and report safety hazards, maintenance concerns, or potential risks to church elders promptly

- Support risk-management practices such as:
 - Regular safety walkthroughs and inspections
 - Proper storage and labeling of cleaning supplies and equipment

- Ensuring emergency exits, fire extinguishers, alarms, and safety signage are accessible and functional
 - Assisting with implementation of emergency preparedness and evacuation procedures
 - Coordinate facility readiness for worship services, events, and special ministries
 - Maintain inventories of supplies, tools, and equipment and promote responsible use and care
 - Assist elders and staff with insurance-related documentation as requested (e.g., facility condition reports, incident awareness, maintenance records)
 - Promote wise stewardship of church property, minimizing unnecessary risk or liability
 - Pray for the ministries, members, guests, and community served through the church's facilities
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Reporting Structure

The Facilities & Grounds Ministry Leader reports directly to the Church Elders or an Elder-designated liaison. The leader operates under elder-approved policies, budgets, and risk-management guidelines and provides regular updates regarding facility condition, safety concerns, and long-term maintenance needs.

Time Commitment (if applicable)

Time commitment varies depending on facility size, usage, and ministry activity. Responsibilities may include weekday coordination, weekend availability, and occasional on-call response for urgent facility or safety matters. Meetings with elders or ministry coordination teams occur as needed.

Spiritual Qualifications / Expectations

- A personal and growing relationship with Jesus Christ
- Faithful membership and active participation in the life of the church

- Demonstrated integrity, reliability, and servant leadership
- A heart for stewardship, order, and behind-the-scenes service
- Willingness to follow established policies and safety procedures
- Cooperative spirit with church leadership, staff, volunteers, and contractors
- Commitment to prayer, unity, and the mission of the church
- Agreement with the church's doctrinal beliefs, mission, and values