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GATEWAY COMMUNITY CHURCH

Dear Prospective Applicant,

Thank you for your consideration in applying for the part-time “Facility Custodian” position at Gateway Community Church, in Abbotsford, B.C. To assist you in your discernment process, here are a few notables regarding our church:

Established 75 years ago, Gateway is a living testament to the steadfast loving-kindness of our covenant keeping God. At Gateway you will meet a community of people from all walks of life; all of us sinners who have been saved by the grace of God. We are a worshipping committee of over 700 people with an average morning attendance of 600. We strive to worship corporately in a way that is God glorifying, Christ-centered, and community driven. Each day we aspire to be a deeply rooted community of faith, building redemptive relationships in an ever-growing community.

Here you will discover that new members come through our doors along different routes. For some, membership is an outcome of their adult conversion to Christianity. Still others come to the church through transfer from another Church. And still others have grown up in this congregation their entire lives and are delighted to call this place ‘home.’ We are quick to give God all the praise for the variety of ways in which He directs our paths and draws us together.

This is a very exciting time at Gateway. Our **Mission** is to glorify God by:

“Helping people to love and serve Jesus.”

In all that we do, we aim to be:

Biblically Serious.
Community Driven.
Relentlessly Missional.

Even though there is so much more to say, I hope that gives you a glimpse of what has been happening here lately. We envision our new **Facility Custodian** to exhibit a deep love for God and His people, an eagerness to share in the mission and vision of our congregation, and the hunger, qualities, and competencies detailed in our job description.

After spending some time in prayer, and you feel the Lord is leading you to apply, please do!

We look forward to the ways in which the Lord will continue to lead us in the next chapter of this congregation.

In Christ,

Justin Carruthers, *Lead Pastor*
Evan Pater, *Facility Manager*

POSITION FOCUS: The Facility Custodian plays a key and valuable role within the facilities department, effectively meeting ministry requirements while actively collaborating on ideas and contributing to the continuous improvement of day-to-day practices. The Facility Custodian demonstrates professionalism and takes pride in maintaining a welcoming and well-prepared environment. This includes but is not limited to dismantling and setting up room configurations for scheduled ministries such as EDGE and Summit Youth programs and Sunday services. Key responsibilities also encompass vacuuming floors and stairwells, wiping down tables, glass windows, and door handles, including cleaning and restocking washrooms, and emptying garbage and recycling. Reports any equipment or maintenance issues including supply necessities to the Facility Manager.

QUALIFICATIONS: The Facility Custodian is someone:

- Who shares Gateway's mission and vision and is motivated to help live out said core values.
- Who has a strong love for Jesus and His Church.
- Who loves the local church and dreams of all God meant it to be. (Acts 2:17).
- A self-starter, and punctual
- A team player, and communicative
- Able to lift and push 25 pounds
- Who exudes the three essential virtues of being hungry, healthy, and smart¹
- Excited to partner with Lead Pastor and Facility Manager in helping Gateway make disciples.

IN A NUTSHELL: The **Facility Custodian** will intentionally maintain a welcoming and well-prepared environment at Gateway through vacuuming floors and stairwells, wiping down tables, glass windows, and door handles, cleaning and restocking washrooms, emptying garbage and recycling, and assisting in any other way deemed necessary by the lead pastor or facility manager.

WORK HOURS: A 15-hour work-week will be in effect with an ideal schedule to meet ministry needs:

- Wednesday: 9:00 – 2:00pm
- Thursday: 9:00 – 2:00pm
- Friday: 8:30 – 1:30pm

Scheduling is flexible in consultation with the Facility Manager in order to fulfill position duties. There is potential opportunity for extra hours, dependent on ministry requirements and up to the discretion of the Facility Manager.

COMPENSATION: Ranging from \$18-\$22 depending on skills and experience.
This position comes with a probationary period of 12 weeks.

ACCOUNTABLE: To the Lead Pastor

ONGOING DIRECTION: From the Facility Manager

¹ The Ideal Team Player – Patrick Lencioni

As all Gateway ministry staff work together as a team and not in isolation, the Facility Custodian may be required to participate at times in other ministries of the church. This will be determined by giftedness and availability. Currently, our desire is that the Facility Custodian be a member of Gateway². If so, they will be expected to participate in staff devotions (1x a week), staff meetings (1x a week), ministry staff spiritual retreat (1x a year), be in a Life Group (or another weekly small group) and set aside appropriate time for professional development and time each day for spiritual nourishment³.

STAFF “COVENANT OF ACCOUNTABILITY”

Recognizing that we must never demand the perfection that belongs solely to God, the following statements reiterate the ‘striving’ commitments of all Gateway Coordinators and Staff (Paid and Volunteer) ...

QUALIFICATIONS – “To the very best of my ability, I will...”

- ...be committed to Christ, His Word, and His people.
- ...attend Gateway faithfully
- ...be committed to integrity, character and spiritual Life
- ...exude spiritual and relational warmth – a growing relationship with Jesus and love for His people
- ...actively affirm and support the mission, vision, and values of Gateway.”
- ...defend the integrity of all people.
- ...demonstrate a priority commitment to the Great Commission, actively serving the community first, then the congregation.”
- ...commit to praying regularly for Gateway leadership, staff, and the mission of the church.”
- ...demonstrate a priority commitment to God’s Kingdom work through the ministry of Gateway in my investment of time, talent, and treasure by:
 - Time: Giving of my time in service to God’s Kingdom work.
 - Talent: Utilizing my God-given gifts and talents at Gateway, and
 - Treasure: Tithing as a minimum standard.”
- ...participate in a Life Group or another similar weekly small group centered on God’s Word and Prayer.”

STAFF “10 COMMANDMENTS”

1. We will believe the best of one another at all times
2. We will never share an anonymous complaint or make comments starting with “They...” or “People...”
3. We will pray for one another
4. We will defend the integrity of one another at all times
5. We will avoid inappropriate relationships
6. We will always ask for support when we need it
7. We will never make important decisions when we are down or deflated
8. We will take our work seriously, for the glory of God, and we will not take ourselves too seriously, lest we try to usurp God’s glory.
9. We will *never* gossip
10. * We will have fun!

² This is not a requirement to apply.

³ If the successful applicant is not a member of Gateway, these will not be expectations of the hire.