
We're Hiring! Facilities Manager

Rationale

Calvary Baptist Church is looking to hire a new Facilities Manager, who will manage a number of ongoing tasks and projects at our church facility. Our building is a gift from God, but requires increasingly demanding oversight as it ages and we grow. We envision this position serving the kingdom of God at Calvary in very practical ways.

Qualifications

- Committed belief in Jesus Christ, with a clear profession of faith
- A heart for Jesus and the mission of the local church
- At least 21 years old
- Agreement with our Statement of Faith (This can be viewed at calvarybaptistchurch.ca)
- Good communication and administration skills
- A good team-player
- Basic abilities to do home/building maintenance or repairs
- A shared philosophy of ministry with the leadership of Calvary
- Active participation in Calvary Baptist Church, including formal membership

Duties

- To attend regular Trustees meetings, weekly church Staff meetings, and Members' business meetings
- To oversee the custodian(s) and their work at the church facilities
- To coordinate use of the building for church events and external events, including scheduling, avoiding conflicts, and communicating with church leaders such as tech, kitchen, cleaning, nursery, etc.
- To oversee set up of the church for different events, such as chairs for Sunday School, tables for meals, chairs for weddings, etc.
- To draft and manage a new Facilities Usage policy and application, in conjunction with the Trustees
- To be a first point of contact for building issues, taking the lead on resolution of most cases, in communication with the Trustees
- To manage parking tenants and rental arrangements, including annual leases, communication, and monitoring for "squatters"
- To project-manage small-scale renovation projects, including gathering requirements from stakeholders, proposing and finalizing plans, getting quotes, hiring and scheduling contractors as needed, and being on-site when contractors are present
- To perform or arrange for small repairs
- To purchase cleaning and building maintenance supplies

- To perform seasonal tasks (e.g. air conditioning installation/removal/cleaning, parking lot drain management, piano humidifier maintenance)
- To co-ordinate gardening volunteers
- To perform or schedule preventative or periodic maintenance of building equipment (e.g. boiler, elevator, heat pump, fire extinguishers)
- To organize occasional volunteer cleaning events
- To keep records of safety checks (e.g. fire extinguishers, emergency lighting, AED)
- To maintain inventory of building contents (e.g. tech equipment) through spreadsheets, pictures, and video
- To manage WHMIS program
- To perform fire drills (see fire safety plan)
- To manage filling, heating, and draining of baptismal tank

Details

- Permanent position, tentatively starting January 1, 2026
- Up to 20/hr week
- \$25/hour

Application

Please submit the following to calvary@calvarybaptistchurch.ca by November 10, 2025:

1. Your personal testimony, including any call to serve in ministry (1 page or less)
2. Your résumé, including any church ministry experience
3. Three character references, including at least one church leader (no family members, please)

If you have any questions, please do not hesitate to contact us at the email above.