

**Job Description: Facilities Manager/Facilitator**

It is essential that the church building be maintained in such a way that equals or surpasses the expectations, which we have for our own homes. The fitness of the building makes a strong statement about what we think of God and to what degree we value our Church.

**Duties of the Facilities Manager/Facilitator:**

- 1) He works closely with the following teams: Deacons, audio/visual, landscaping, decorating, lawn mowing, and maintenance teams.
- 2) Meets with Head Deacon, and team leaders on a regular basis to discuss needs. Works with the Head Deacon when He, (Head Deacon) schedules church work bees. These meetings should take place quarterly.
- 3) Receives work request orders from church and distributes them to appropriate team.
- 4) Schedules regular maintenance for such systems as the boiler and air conditioner, provides access to the church for these activities.
- 5) Asks the church board for monies that are not regular maintenance items. Also, when work requires outside help/contractors, He solicits bids and presents them to the church board.
- 6) Holds an annual meeting with team leaders to discuss budgets and set priorities for the following year.
- 7) When priorities have to be decided upon, meets with team leaders to determine what is most important and see that work is completed in a timely way.
- 8) Is the contact for church related emergencies such as roof leaks, power outages, ac, etc.
- 9) Serves as a member of the Church board which meets monthly.
- 10) The Facilities Manager is a member of the following committees and responsible for attending the committee meetings:
  - a) Finance Committee
  - b) Decorating Committee

**Appropriate Spiritual Gifts:**

- 1) Craftsmanship
- 2) Leadership (Delegating)
- 3) Organization

**Time Commitment:**

Facility manager will need to devote 3-4 hours per week depending on the needs of the various Teams. He will also serve on the Church Board which meets once per month.