

JOB DESCRIPTION
FACILITIES COORDINATOR
CAMPUS: COUNTY LINE



Ministry Area: Administration
Ministry Position: Facilities Coordinator
Time Commitment: 5 hrs/week, part time hourly, non-exempt status
Report to: Victoria McAllister, Ministry Coordinator

Position Overview

The Facilities Coordinator supports the ministries of Grace Church, County Line Campus by managing all facility and property-related issues with excellence being assisted by volunteers when at all possible.

Essential Job Functions

Volunteer Teams

- Oversee maintenance and care of building: cleaning (Includes tasks such as vacuuming, cleaning and restocking restrooms, wiping down all surfaces, cleaning carpets, washing windows, mopping floors, emptying trash, taking trash to the dumpster and other various “cleaning” tasks.), supplies, maintenance, and general upkeep.
- Oversee maintenance and care of grounds: lawn care, snow management, parking lots and general upkeep, clear sidewalks of snow, other weather issues.
- Organize a team of volunteers to serve in the ministry of care for the property of the County Line Campus of Grace Church by:
 - creating an appealing outlet for Grace Church attendees to serve God by using their gifts and abilities within the facilities ministry.
 - supporting weekend services and other ministry functions by preparing rooms with excellence as if inviting people into their own home. (Cleanliness, set-up, tear-down, etc.)
- Coordinate with other Grace Church campuses for effective buying power and project implementation.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant’s heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Faithful and committed attendee of Grace Church, County Line Campus.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Has completed or is in the process of completing Discovery within six months of hire.
- Has a heart focused on ministry, not just a job.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture, always being concerned about the spiritual welfare of others.
- Is teachable and willing to learn how to develop both strengths and weaknesses.

- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Possesses a strong work ethic (We are the recipients of the Lord's money), working the required weekly hours.
- Is self-directed and a self-starter, pro-actively working independently with minimal supervision.
- Is proficient and confident in computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strive for excellence, not perfection.
- An eagerness to initiate or respond personally to the needs and questions of others connecting them to the ministry of Grace Church.
- A willingness to be part of the overall Grace staff team being flexible as assignments and/or weekly needs arise.
- Is dependable, thoughtful, and trustworthy.
- Has a professional, yet personal approach to ministry.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- 30-60-90 day and annual review by the Ministry Coordinator and Campus Pastor.
- Input from leaders, staff, and volunteers.