

FACILITIES DIRECTOR

Vintage Church Downtown

Overview

Vintage Church is committed to helping people know the gospel, equipping them to live out the implications of the gospel in all areas of their lives, and leveraging everything we have to advance the gospel both in the Raleigh-Durham-Chapel Hill area (The Triangle) and throughout the world. We will do this by growing our church across multiple locations in the Triangle and by strengthening and planting churches in the places we've been called to see the gospel advance.

Vintage is recognized as one of the leading churches in the United States. Therefore, we are seeking to add the highest qualified leaders to our team.

Role Summary

The Facilities Director leads the way to ensure that Vintage Church's historic downtown building is maintained, safe, secure, clean, and running smoothly. As a leader at a local Vintage Church, the Facilities Director is responsible to both serve as a visible leader of the church helping Vintage accomplish its mission as well as a behind the scenes leader who ensures our facilities are prepared, so that all people can know, live, and advance the Gospel.

The Facility Director reports to the Downtown Local Pastor.

Qualifications

- Fulfill the character qualifications of a deacon as taught in Scripture (1 Timothy 3:8-12)
- Possess a vibrant relationship with the Lord
- Be a member of Vintage Church's Downtown congregation (or willing to become a member upon hire) fulfilling all the duties of a Vintage Church member as outlined in the Membership Covenant
- Humble, teachable spirit

- Detail and excellency oriented
- Clear understanding how a clean, safe, well functioning facility helps Vintage Church know, live, and advance the Gospel
- Able to repair, paint, fix, clean, and organize
- Ability to receive multiple bids, contract out, and oversee large repairs to the church building
- Ability to manage projects including calendar

Priorities and Essential Responsibilities

- Planning, coordinating, and overseeing all installations and refurbishments to the building
- Managing the upkeep of all building equipment and supplies
- Routinely inspecting buildings' structures and rooms to determine the need for repairs or renovations
- Setup and teardown for all events occurring at the downtown building
- Making minor repairs and fixes to the building (ex: building furniture, hanging pictures/shelves, installing ceiling tiles, changing light bulbs, painting, cleaning scuff marks)
- Helping oversee the contracted janitorial crew
- Providing assistance to staff for the repair and/or construction of props for special events
- Providing assistance to staff for minor repairs/upgrades in ministry areas
- Ensure that building and grounds are clean and safe
- Manage the facilities budget and benevolence budget
- Arrive early on Sunday morning to ensure the building is safe, clean, unlocked, lit, and ready for staff, volunteers, and congregants

Other Responsibilities

- Attend all Monthly Central Vintage Staff meetings
- Demonstrate a pastoral-like presence that is positive, steady, and consistent in the face of challenging situations.
- Be a reliable team player; demonstrating a servant's heart. Having the ability to set aside personal preferences for the greater good of the mission.

Schedule: Sunday - Thursday, plus occasional Friday and/or Saturday responsibilities

Hours: Full Time, exempt