



FACILITIES DIRECTOR

EMPLOYEE SELECTION

The individual recommended for consideration as Facilities Director shall be reviewed, interviewed, and proposed by the Lead Pastor and/or Executive Pastor. This individual should currently be or in process of pursuing Covenant Partnership at City Church including regular church attendance, service team participation and financial giving.

PURPOSE

Under the direction of the Executive Pastor, the Facilities Director will support the ministries of City Church by maintaining proper, productive and hospitable operation of the church campus and property. The Facilities Director will ensure the church staff and covenant partners have the facility, maintenance and setup support they need to effectively execute continued ministry.

ROLE & RESPONSIBILITIES

The Facilities Director will be responsible for the inspection, maintenance, preparation and management of building systems, equipment and property for City Church. Primary functions will include:

- Supervise and assist with setup and breakdown of all daily activities and special events
- Plan, coordinate, schedule and execute preventative maintenance and repairs to improve the aesthetics of the facilities and property of City Church Melissa
- Weekly inspection of building walls, flooring, doors, ceilings, windows, thresholds, and other surfaces (interior and exterior)
- Supervise, schedule and coordinate regular cleaning crew
- Maintain building maintenance reports and logs
- Provide regular reporting and work order requests of coordinated and scheduled work to Executive Pastor
- Work in conjunction with the Executive Pastor for the preparation of scope of work, obtaining competitive pricing and on-site meetings with contractors/vendors
- Be responsible for and represent the church in repair and project related work
- Provide input/recommendations for annual facility maintenance budget projections and any improvements or upgrades needed
- Formulate and implement safety policies, processes and procedures related to daily maintenance operations of the facility infrastructure
- Assisting with tasks as needed with "all hands-on deck" events throughout the year (DNOW, Easter, Christmas Eve, Prayer Nights, etc)
- Perform other related duties as assigned by Executive Pastor

EMPLOYMENT TERM

An annual review will be conducted of the Facilities Director and his/her effectiveness and disposition in their role. Please note that this position is not intended to create an employment contract. Employment with City Church Melissa is at-will, meaning either the employee or the church may terminate the employment relationship at any time, with or without cause, and with or without notice, unless otherwise required by law.