

Montgomery Community Church Position Description

Position Title: Facilities Director

Classification: Full-Time; Salaried Exempt, 40-50 hrs./wk

Benefits: As indicated in the Employee Handbook

Purpose: To oversee all aspects of the physical operation of the facilities of Montgomery Community Church

Responsibilities:

A. General

- 1) Work in conjunction with Leadership Team and ministry leaders on strategic facilities maintenance and improvements
- 2) Area of scope will include all facilities including buildings, grounds, vehicles and equipment of Montgomery Community Church

B. Staff Supervision

- 1) Hire staff in conjunction with Controller
- 2) Supervise, train, and coach assigned staff to implement and effectively accomplish the work of their ministry area assignments
- 3) Use support staff wisely to achieve cost effective results
- 4) Develop and effectively communicate performance expectations, develop appropriate accountability processes, conduct performance reviews at least annually, and create professional development plans for each direct report
- 5) Monthly scheduling of facility staff hours
- 6) Bi-monthly confirmation of all hours to be paid
- 7) Mentor facilities staff to empower, encourage, and enable their development and growth in their assigned ministry areas
- 8) Provide pastoral care to facilities staff

C. Lay Leaders and Volunteers

- 1) Build ministry capacity through the recruitment and training of lay leaders and volunteers to ensure the effective implementation of ministry objectives, goals and action plans
- 2) Equip, disciple, coach, and supervise ministry lay leaders and volunteers so they may grow like Christ and effectively use their giftedness in God's church
- 3) Develop, communicate and implement performance expectations and appropriate accountability processes for outreach ministry lay leaders to accomplish missional goals

D. Financial Management

- 1) Provide input and assist with the creation of operating and capital budgets which are fully integrated with the church's mission, vision, and strategies
- 2) In the spirit of stewardship, manage labor and spending within approved budgeted parameters and monitor spending at least monthly
- 3) Make yearly recommendations of facility improvements
- 4) Understand and operate within church policies and processes regarding all financial transactions of the church
- 5) Keep track of all expenses associated with the facilities

E. Schedule Management

- 1) Oversee and maintain the schedule of the church using existing scheduling program and work with master calendar
- 2) Monitor room scheduling requests to ensure completeness and accuracy, coordinate changes/clarifications with various ministry teams as needed
- 3) Have formal processes in place for use of buildings
- 4) Arrange for all room request to be properly assigned and verify they are accurately arranged
- 5) Encourage all groups/individuals to use proper procedures when requesting rooms and set-ups

F. Security

- 1) Oversee interaction with local police, fire, and public safety personnel
- 2) Serve as primary person on call for alarm notification
- 3) Control keys and access control
- 4) Ensure the facilities and campus is secured and safe as appropriate
- 5) Oversee and implement Facility Emergency Plan
- 6) Unlock and lock facilities as needed/scheduled
- 7) Inform Controller of all security issues
- 8) Oversee the need for off duty officers

G. Facility Care

- 1) Plan and arrange for preventive facility and grounds maintenance
- 2) Negotiate and oversee outside service contracts to supplement staff hours
- 3) Establish guidelines to ensure high quality cleaning in facilities on a daily, weekly, and monthly basis
- 4) Do formal and informal check of the buildings for cleanliness
- 5) Oversee and schedule all needed inspections of facilities

H. Other

- 1) Give full commitment in word and deed to support the faith tenants and cultural expectations of MCC.
- 2) Foster high-levels of cooperation and effectively work in a team environment(s) with quality relationships and respect of each member's giftedness and unique abilities.
- 3) Proactively grow and develop through training opportunities.

- 4) Other duties as assigned.

Performance Expectations:

A. People

- 1) Excellent customer service with satisfied customers regarding room set-ups and accommodations
- 2) Support staff is used effectively
- 3) Facilities staff feels supported
- 4) Understand and operate within the policies and processes outlined in the employee handbook to ensure their consistent application throughout the church

B. Facilities

- 1) Facilities are well maintained
- 2) Grounds are continually kept at a high standard

Qualifications:

A. Knowledge and Experience

- 1) High school diploma or equivalent required
- 2) Additional certifications or credentialing in related field highly desired
- 3) 3-5+ years' experience in facilities/building management required
- 4) Experience with high-quality facility cleaning preferred
- 5) Experience leading large project management highly desired
- 6) Staff management experience required
- 7) Grounds experience preferred
- 8) Background check and drivers' authorization required
- 9) Agreement with MCC Constitution, Beliefs Statement, Mission and Vision
- 10) Ability to work with a teachable heart, good attitude, and unified spirit
- 11) Demonstrated experience in managing people and projects with high quality relational outcomes
- 12) Church ministry experience desired

B. Skills

- 1) Detail-oriented, reliable, flexible, timely, trustworthy, resourceful and a self-starter, creative problem-solver, multi-tasker,
- 2) Must be able to lift 75 lbs. and rearrange heavy objects
- 3) Ability and willingness to follow instructions
- 4) Skilled at building maintenance
- 5) Able to deal with people
- 6) Able to look at big picture

C. Spiritual Gifts

- 1) Service
- 2) Convey MCC's Christian message and carry out its mission by exemplifying and promoting biblical values and fostering life-giving relationships with

congregants, visitors, vendors and other staff, while serving in this ministry role; such actions include offering prayer, encouragement and comfort in both personal and work relationships, leading others toward Christian maturity and as applicable faithfully teaching the Word of God.

- 3) Give full commitment in word and deed to support the faith tenants and cultural expectations of MCC.
- 4) Value and develop strong/positive relationships via teams comprised of church staff, ministry partners, and lay leadership.
- 5) Foster high levels of cooperation and effectively work in a team environment(s) with quality relationships and respect of each member's giftedness and unique abilities.
- 6) Proactively grow and develop leadership gifts through training opportunities.
- 7) Ability to work with a teachable heart, good attitude and unified spirit.
- 8) Other duties as assigned.

Reports to: Controller