



JOB DESCRIPTION

*“Whatever you do, work at it with all your heart, as working for the Lord, not for man.”
Colossians 3:23*

Job Title: Director of Facilities
Status: Full-time, Exempt
Department: Facilities
Reports To: Operations Strategic Leader
Date Reviewed: August 2022

General Summary

Manages Facilities Ministry operations with limited direction and oversight, including but not limited to the management and supervision of the Facilities staff, overseeing facility and property maintenance and upkeep, coordinating with internal and external ministries, individuals, and groups to schedule and execute events to be held at Trinity Church, and developing policies and procedures for the safe and efficient use of the Trinity Church facility and associated property.

Specific Duties

Assists with ensuring compliance with federal, state, and local codes related to building occupancy standards and law.

Assist with hiring, managing, and oversight of the Facility Staff.

Assists with management of the event approval process utilizing computerized scheduling software. Approves event requests for church staff, attendees, and community groups and as necessary and appropriate, coordinate events to be held within the church to ensure that requested needs are met.

Working with internal Trinity Church ministries, coordinates and ensures timely and smooth operational and administrative support to those requesting event set-ups. Establishes and communicates timelines and requirements regarding event as needed to ensure that event goals are met.

Coordinates event set-ups to minimize resource usage and staffing requirements. Completes Facility Staff work schedules and daily tasking punch lists based on event/building needs.

Manages all environmental controls including exterior facility lighting and heating and air conditioning needs.

Partners with Technology Administrator when needed for installs, maintenance, and/or operation of building safety and security systems.

Partners with the Technology Team Leader when needed with stage lighting and platform designs. Oversees Baptismal tank setup/teardown and maintenance.



Maintains kitchen/facility supplies inventory, including but not limited to checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies and verifying receipt of supplies.

Coordinates with vendors or service providers to attain services required for church facility upkeep and maintenance, use, and scheduled events. Assist with the development, implementation, and management of all facility policies, including but not limited to parking, facility usage, vehicle use and maintenance, and event management.

Performs other duties as may be assigned or requested including but not limited to being flexible with work schedules to accommodate event requirements.

Job Specifications

Education: Bachelor's Degree or equivalent combination of education and experience is required; education in event management desirable.

Experience: One to three years of comparable experience in a fast-paced environment required; event coordination experience highly desirable.

Work Skill Requirements: Well-developed interpersonal communication skills and in-depth knowledge of internal ministry objectives is required to gather facts from a wide variety of people and communicate with those requesting facility uses to fully understand event intention and vision. Ability to professionally represent Trinity Church to those interested in using the facility is necessary. Must be able to suggest alternative courses of action and persuade others to act. Desire to serve others with a quality social and work environment is desirable.

Mental and/or physical Requirements: Must be able to work under strict deadlines with changing requirements.

Personal Transformation: Spends time being with Jesus before doing things for Jesus. Trinity Church employees recognize that they cannot give to others what they do not possess for themselves. The best that we can give to Trinity Church is our transforming selves.

Disciple-Making: Affirms and practices Jesus' last command as our priority to make disciples. Each Trinity Church employee acknowledges the value to create environments where people can follow Jesus, be transformed by Jesus, and become committed to the mission of Jesus.

Spiritual Requirements: Must be able to articulate and demonstrate their Faith in Jesus Christ as central to their life and experience and must possess outstanding moral and spiritual character commensurate with a person in full-time vocational ministry.

Approved: _____
Lead Organizational Pastor Date