



Role Description - Facilities Lead

Applications and questions can be sent to apply@brunswickchurch.org

I. POSITION OVERVIEW

The Facilities Lead is called to oversee and coordinate activities that ensure the safety, inspection, repair, and regular operation and maintenance of the facilities and grounds of Brunswick Church.

II. RESPONSIBILITIES

This person supports the staff and congregation by caring for the facilities and grounds of Brunswick Church, in conjunction with the Buildings & Grounds (B&G) Team, various contractors, and dedicated volunteers. The Facilities Lead will be responsible for the following:

- Provides leadership in the areas of facilities safety / inspections, care, and maintenance.
- Works closely with the B&G Team, dedicated volunteers, and the church staff, to understand any special needs as it pertains to the facilities and grounds. (e.g., funeral/memorial services, other special events, special clean-up needs, maintenance needs, etc.)
- Communicates to staff, Session, and congregation the status of church facilities, safety / inspections, care, and maintenance, as required.
- Participates with Resource Management Team (RMT) to advise needs for Facility & Grounds Management
- Manages and ensures custodial/cleaning of buildings.
- Engages with Vendors / Contractors to:
 - Search for, select, and engage with appropriate vendors when specialized skills / equipment is necessary to support facilities care and maintenance. (Facilities Lead may engage B&G Team in search and selection and will be the primary liaison to engage with the vendors.)
 - Oversee work done by vendors and ensure that work is correct and complete.
 - Agree on vendor pricing.
 - Process vendor bills for timely payment.
 - Process vendor contracts per Brunswick Church Manual of Operations (MOO) for signature.
 - Create and maintain a record of all upkeep, maintenance, repairs, improvements, etc. to BPC's facilities and grounds. This includes files of vendor information, including contacts, contracts / statements of work, bills, and payments and work done by B&G and volunteers.
 - Maintain and communicate calendar of vendor schedules for onsite work to the Staff, TLC (day care), and B&G Grounds Team.

- Engages with Volunteers:
 - Work with the B&G Team as an active member, assisting with identification, prioritization, and direction of work, and engaging in volunteer activities with this team.
 - Identify the need to solicit volunteers for B&G work events and ongoing support.
- Maintains Facilities Operations Manual
- Oversees security, safety and fire inspections and security system operations. Ensure building security after events.
- Functions as first point-of-contact for the church for facilities emergency calls from the security / police / fire company.

III. REQUIREMENTS / COMPETENCIES

Core Requirements	<ul style="list-style-type: none"> • Working knowledge (preferably hands-on experience) of building / facilities care and maintenance. • Work well with others through good communication skills • Ability to identify, prioritize, coordinate, plan, and oversee execution of work. • Flexibility (able to work effectively in an environment which may have spontaneous needs or unplanned changes regarding work priorities) • Ability to manage his/her own time and work activities effectively without close supervision
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ACCOUNTABILITY

- The Facilities Lead is supervised by and reports directly to the Senior Pastor or church designee for overall job responsibilities and development.
- The Facilities Lead works closely with the B&G Team, dedicated volunteers, and the church staff, to understand any special needs as it pertains to the facilities and grounds.
- All paid staff are hired by Session and are accountable to Session for their job role and terms of employment. The staff member has access to Session members for any questions or concerns regarding their role.
- The Session will designate a team and/or other designee for accountability, which reviews staff at regular intervals, and makes recommendations to Session.

“There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and in everyone it is the same God at work. Now to each one the manifestation of the Spirit is given for the common good. (1 Corinthians 12:4-7)

"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. If anyone speaks, they should do so as one who speaks the very words of God. If anyone serves, they should do so with the strength God provides, so that in all things God may be praised through Jesus Christ. To him be the glory and the power for ever and ever." (1 Peter 4:10-11)