

BUILDINGS AND GROUNDS ADMINISTRATOR

The buildings and grounds administrator is responsible for the general upkeep and oversight of the church property and supervision of the church custodian. This person may arrange for yearly church clean-up days in which church volunteers assist with special projects. In the event of weddings, funerals and other nonchurch-sponsored events, the event host will be responsible for paying for the administrator's services as needed. Church policy will dictate fees.

Ministry Area/Department	Buildings and grounds
Position	Buildings and grounds administrator
Accountable To	Executive pastor
Ministry Target	Church in general
Position Is	Paid staff
Position May Be Filled By	Other approved individual
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Serving • Administration
Talents or Abilities Desired	General construction • Building maintenance • Lawn-care skills • Ability to supervise others • Valid driver's license and transportation
Best Personality Traits	Dependable • Hardworking • Initiative to get things done without direct supervision • Analyst-dependable or analyst-expresser
Passion For	Good stewardship of the facilities God has given the church • Presenting a positive physical appearance of the church in the community
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** forty to forty-five hours a week
2. **Participating in meetings/training:** two hours a month

RESPONSIBILITIES/DUTIES

1. General oversight of buildings and grounds maintenance; ensuring safe, clean and proper order of the facilities. Keep a record of regular maintenance done on buildings/grounds and a list of projects to do.
2. Order and maintain supplies for cleaning, maintaining and repairing building/grounds.
3. Make building repairs such as plumbing, electrical, carpentry, painting, and arrange for outside repair services when necessary.
4. Maintain lawn and arrange snow/ice/debris removal from parking areas, sidewalks, steps, etc.
5. Fill/drain baptistry as needed.

6. Operate heating and cooling equipment (ensure proper settings for any events held in the facilities and adjust settings for times the facilities may not be in use).
7. Set up and take down chairs/partitions as needed for weekly services, meetings and special functions.
8. Oversee custodian. Ensure that building is kept clean.
9. Manage all keys to the facilities. Keep a master of each key. Obtain new keys when needed.
10. Ensure church security; lock and unlock facilities for church services and events.
11. Ensure that church vehicles are maintained.
12. Oversee budget and expenditures for buildings and grounds.