

Facility Manager



+ Purpose

The Facility Manager provides day-to-day leadership and oversight of Sanctuary Covenant Church's campus, ensuring that our buildings, ground, and gathering spaces are safe, clean, functional, welcoming, and well maintained in support of the ministry and mission of Sanctuary. The Facility Manager is expected to proactively identify needs and take ownership from identification through completion. This is a full-time role and reports to the Executive Director of Operations.

+ Essential Job Functions

- Facility Operations & Oversight
 - Serve as the primary point person for day-to-day facility needs, concerns, repairs, and maintenance requests across the Sanctuary campus
 - Regularly inspect the campus to proactively identify facility, safety, cleanliness, and maintenance needs
 - Prioritize and coordinate facility requests and projects, ensuring needs are addressed and followed through to completion
 - Maintain facility schedules, records, and systems for tracking maintenance, repairs, inspections, and ongoing projects
 - Communicate facility needs, significant concerns, and recommended improvements to the Executive Director of Operations
 - Manages building access and alarm system
 - In partnership with the Executive Director of Operations, manage the facility budget
- Maintenance & Building Care
 - Oversee preventative and recurring maintenance for Sanctuary's buildings, equipment, and major facility systems
 - Perform basic maintenance and repairs when appropriate and coordinate specialized repairs when outside experience is required
 - Coordinate and oversee facility improvement projects, including painting, repairs, installations, and other building improvements
 - Anticipate future maintenance, repair, and replacement needs and make recommendations for longer-term facility planning
 - Lead facility-related Sweat Equity workdays and coordinate servant leaders and building teams to accomplish appropriate maintenance and improvement projects
- Cleaning, Grounds, & Campus Standards
 - Establish and maintain standards for cleanliness, organization, and presentation across the Sanctuary campus
 - Ensure cleaning responsibilities are completed consistently and appropriately based on ministry programming and building usage

- Oversee the care and appearance of exterior spaces, including grounds, parking areas, trash and recycling, landscaping, and seasonal needs
- Ensure facility spaces and equipment are properly cared for, organized, and returned to established standards
- Participate in cleaning, set-up, and other hands-on facility responsibilities as needed while maintaining responsibility for overall campus standards
- In partnership with the Executive Director of Operations, regularly review our safety plans such as fire, active shooter, and severe weather and ensure compliance of these plans, including operating under other safety regulations (OSHA recommendations, safety in handling equipment, etc.)
- **Contractors, Vendors, & Facility Staff**
 - Provide day-to-day supervision, direction, and accountability for part-time facility staff
 - Coordinate cleaning contractors, repair contractors, maintenance vendors, and other facility service providers
 - Determine when facility needs can be addressed internally (through paid staff or servant leaders) and when an outside contractor or vendor is needed
 - Coordinate project scope, scheduling, building access, and expectations and ensure contracted work is completed satisfactorily
 - Develop and maintain relationships with reliable vendors and contractors for routine, project-based, and emergency facility needs
- **Sunday, Ministry, & Event Readiness**
 - Ensure the Sanctuary campus is clean, safe, functional, and fully prepared for Sunday worship services and ministry programming
 - Maintain room set-up standards and coordinate set-up and teardown needs for ministry activities and internal and external events
 - Work proactively with staff to understand building usage and anticipate upcoming facility and set-up needs
 - Support special services, church-wide events, and other significant ministry gatherings requiring additional facility coordination

+ Expectations and Qualifications

- A demonstrated faith and lifestyle commitment to the Lord Jesus Christ
- A love for people and a deep desire to see them serve
- Demonstrates emotional maturity and a Christ-like approach to relationships, responding to conflict, stress, and unexpected challenges with respect, patience, and self-control
- Meet regularly with supervisor for prayer, planning, care, and accountability
- Must be able to work events and weekends based on the seasonal needs of the ministry
- Ability to work collaboratively with staff, servant leaders, contractors, ministry partners, and members of the congregation and community
- Proven ability to develop teams, delegate responsibility, and empower others on the mission
- Perform other duties as assigned by pastoral team
- High school diploma or equivalent
- Commitment to the mission, purpose, vision, & core values of the Sanctuary Covenant Church and the Evangelical Covenant Church; Member of or open to seeking membership at Sanctuary Covenant Church
- Adherence to staff affirmations and ethical principles as stated in the staff handbook

+ Skills and Experience

- Experience in facilities, property management, building maintenance, construction, trades, or related field
- Working knowledge of basic building maintenance and repair, with the judgment to recognize when specialized professional are needed
- Proactive approach to identifying and solving problems rather than waiting for tasks to be assigned
- Effective verbal and written communication skills, especially across lines of racial, ethnicity, gender, and socio-economics
- Must possess deep love for service
- Ability to recruit, retain, and lead volunteer teams
- Excellent organizational and multi-tasking skills
- Demonstrated ability to initiate and complete tasks and projects within a given timeline
- Strong aptitude for process improvement, problem solving, and creativity
- Ability to be agile and respond to changing priorities
- Ability to work effectively and efficiently independently as well as within a team structure
- Exceptional standard regarding accuracy and attention to detail
- 1-3 years of demonstrated, relevant experience, paid or volunteer in a mid-sized church
- General skills in Google Office Suit, MS Office Suite and willing to learn and utilize other organizational/communication tools

+ Physical Requirements

This position regularly requires hands-on facility work, including:

- Standing and walking for extended periods
- Bending, reaching, climbing stairs, and using ladders as needed
- Moving furniture, equipment, supplies, and other facility items
- Lifting and carrying up to 50 pounds
- Working indoors and outdoors in varying conditions
- Safely using basic tools and facility equipment

+ Hours and Schedule

The is a full-time, exempt position. The regular work schedule is:

- Monday-Thursday: Full workdays
- Friday or Saturday: Full workdays; based on building usage, scheduled events, facility needs

The Facility Manager is expected to maintain flexibility between Friday and Saturday based on the weekly ministry and event calendar.

+ Staff Acknowledgement

I acknowledge receipt of the job description for this position. I have read it and understand the responsibilities associated with the position. I agree to perform the duties to the best of my ability. I acknowledge that I have received a copy of the staff handbook and agree to the Employee Affirmations and Ethical Principles.

Employee Signature

Employee's Legal Name (printed)

Today's Date