

Facilities Manager Position Description
Gethsemane United Methodist Church
Capitol Heights, MD

Introduction: Gethsemane United Methodist Church (GUMC) is located in Capitol Heights, Maryland. GUMC is a part of the Greater Washington, Baltimore Washington Conference of the United Methodist Church.

Church Vision: Gethsemane United Methodist Church is a flourishing, dynamic community of disciples of Jesus Christ who are being changed through the word, worship, nurture; transforming the world through relevant witness and service.

Church Mission: Making Disciples of Jesus Christ for the Transformation of the world.

Our Core Values: Love, Respect, Worship, Discipleship, and Community

Facilities Manager Primary Tasks:

Serve as building manager for the Church building and parsonage and primary point of contact at designated times assigned by the Board of Trustees (BoTs), Lead Pastor and/or his/her designee for routine and unexpected events that take place at GUMC, i.e., funerals, emergency meetings, scheduled weddings, etc. Responsible for building management, security, and building/ground maintenance in coordination with the BoTs, Lead Pastor and/or his/her designee. Serve as the equipment and supply coordinator for the Church. Able to maintain a flexible work schedule (evenings, weekends and possibly some holidays) to accommodate the needs of the Church as the Facilities Manager. Serve as a liaison for the sustainability of the Church Building, parsonage and the grounds of the Church. Serve as a first responder and crisis team conveyor in emergency situations that may occur. Ensure all necessary building inspections and certifications by local agencies are maintained and if necessary, report requirements and process to BoTs in a timely manner to acquire needed documentation. This position is largely unsupervised and requires integrity, self-motivation, and accountability for time and expenses.

Roles and Responsibilities (include/not limited to):

- Provide oversight of building equipment and custodial staff.
- Ensure pre-set/set temperature control based on building usage for recurring and newly scheduled meetings and rehearsals.
- Oversee proper use of the Church building by all persons during activities at the church at designed times.
- Ensure open, close, prepare and clean of all facilities and grounds for all functions. Remain on the premises for the duration of events/meetings or make arrangements with the BoTs when necessary for coverage.
- Maintain a detailed log and provide a written report to the BoTs for any damages to the building or stolen property immediately following the incident.

- Always keep church building and grounds appropriately set up for various usage of the church ensuring cleanliness and attractiveness.
- Show discretion and confidentiality in all matters related to church members and church business.
- Maintain contact with necessary vendors concerning any products and equipment necessary for repair/maintenance of the building and grounds.
- Perform projects, including handy work and light carpentry where necessary.
- Maintain building security as appropriate.
- Work with church staff to plan for budget for maintenance and cleaning. Provide input to the BoTs during the annual budget development for services and equipment.
- Maintain appropriate inventory and supplies needed for building and grounds.
- Ensure room setup and breakdown of meetings and special events.
- Attend necessary meetings as designated by appropriate church leaders.
- Other duties and tasks as assigned.

Qualifications:

- Be a Disciple of Jesus Christ and demonstrate a servant's heart.
- Ability to communicate verbally and in writing on all matters pertaining to the maintenance and upkeep of the church building and parsonage.
- Knowledge of building maintenance and reporting.
- General knowledge of overall building utilities (i.e., kitchen, bathrooms, etc), natural resources and the environment (air quality, etc) and emergency response processes and procedures.
- Ability to work independently, organize work and set priorities
- Ability to lift at least 50 pounds.

Offer contingent on favorable reference and background checks.