

**SOUTHRIDGE COMMUNITY CHURCH
JOB DESCRIPTION**

Job Title: Facility Director
Hours per week: 40 hours
Reports To: Ministry Services Director

General Expectations:

Character – It is expected that all paid staff demonstrate the spiritual maturity required to effectively serve as Christ-expressive examples for others to follow and to function as servant leaders in the Spirit of Christ. As well, because of the spiritual nature of the church’s work, it is expected that they would continue to nurture and deepen their personal relationship with Jesus Christ in a way that increasingly relies on His Holy Spirit’s guidance, power and protection.

Chemistry – It is expected that all paid staff effectively contribute to fostering increasingly healthy team dynamics so that the ministry’s full potential may be realized. In staff, volunteer and congregational settings, it is expected that they would proactively encourage others and reactively resolve conflict in ways that seek to build and strengthen the unity of the Body and Bride of Christ.

Competency – It is expected that all paid staff develop and exercise their spiritual gifts to their full potential. It is also expected that paid staff serve in positions that align with their areas of strength, and that their staff position multiplies the ministry capacity of the church through the leadership of others. Particularly, paid staff are expected to effectively perform the following ministry functions:

- Promote the vision and direction of their area of ministry
- Provide support for the leaders and volunteers in their area of ministry

Culture – It is expected that all paid staff emulate, articulate, and enhance the unique DNA of the Southridge community, committing unconditionally to loving, supporting, unifying, and spiritually accounting for our church family. It is expected that the staff culture is promoted through active engagement in the three dimensions of a fully devoted lifestyle of following Christ.

MINISTRY VALUES:

As part of the Ministry Services Department, facility management is intended to promote the following ministry values:

- **Support** – The facility exists to support the needs of the ministries of Southridge.
- **Stewardship** – The facility and the resources within it belong to God and have been entrusted to us to invest in His Kingdom with a desire to see the greatest spiritual return possible.
- **Hospitality** – The facility contributes to welcoming people into what God is doing through our church. To achieve this purpose, the facility must present itself as being safe, warm, and hospitable.
- **Ownership** – The facility exists to serve our entire church community and we desire that all who use it understand its value and purpose.
- **Involvement** – Due to the nature of facility management, this ministry presents a unique opportunity for inclusion and involvement at a level that requires low ambassadorship and relatively low influence.

General Responsibilities (but not limited to):

- **Maintenance (all locations)**
 - Undertake facility projects and improvements
 - Actively respond to emergency repairs and general upkeep
 - Establish preventative maintenance schedules, where applicable
 - Perform regular facility inspections and keep clear documentation
- **Cleaning (all locations)**
 - Manage and oversee cleaning of the entire facility, including the shelter at Glenridge
 - Manage external cleaning contracts and provide clear and concise expectations
 - Ensure staff offices and other behind the scenes areas are cleaned and maintained with weekly garbage removal and vacuuming
 - Ensure staff and volunteers are provided with clear and concise expectations when using booked rooms for their ministry events
- **Grounds (all locations)**
 - Arrange and manage all exterior grounds such as landscaping, outdoor planter arrangements & maintenance and snow removal & de-icing (parking lots and sidewalks)
 - Snow removal & de-icing for ministry events during the week as well as the Sunday morning experience
 - Weekly walk arounds esp. the St Catharines property for sharps and other drug paraphernalia or dangerous items
 - Including but not limited to front ravine area, ramp along the side, near garbage bins, and other hidden areas
 - Weekly walk arounds to remove any debris and large garbage items improperly

disposed of on the premises

- **Environmental Design (all locations)**
 - Manage and oversee environmental design process establishing regular rhythms of reviewing and updating paint colour palette
 - Establish a regular rhythm of updating interior décor at each location
 - Maintaining and watering of indoor plants
 - Overseeing implementation and ordering of seasonal décor
 - Coordinating office improvements and re-design
 - Review building code compliance, as necessary

- **Bookings & Rentals**
 - Maintain and coordinate facility booking calendar
 - Assist with planning, coordination, and facility set up to support external bookings
 - Assist with planning and coordination to support ministry events
 - Assist with planning and coordination of support roles for wedding ceremonies
 - In collaboration with Marriage Ministry

- **Administration**
 - Manage and oversee budgets, schedules, and inventories related to facility management
 - Coordinate emergency repairs, facility support and maintenance projects
 - Participate in collaborative decision making in weather related calls – snow days, ice storms, etc...
 - Actively participate in and contribute to Ministry Services Team meetings, staff meetings, and staff retreats as required

- **Volunteer Investment and Discipleship**
 - Build volunteer teams, equipping and empowering them to serve and lead within this ministry fostering ownership and value among those involved