

JOB DESCRIPTION
Church Office/Facilities Manager

SUMMARY: St Mark's Church Office/Facilities Manager is to actively support the church's core values, mission statement, vision, and various ministries. As the pastor attends to the spiritual needs of the church body, the church office/facilities manager deals with the day-to-day operations of the church, facility management, human resources, building infrastructure, and information technology, and administration with staff, managing volunteers, assisting with financial management of the church, organizing events, and maintaining relationships. The office/facilities manager's goal is to maintain the interests of the church and proactively attend to matters of liability of the church or the pastor. The office/facilities manager is also privy to confidential information and must maintain discretion and confidentiality as necessary.

ACCOUNTABLE TO: Senior Pastor (Head of Staff)

CATEGORY: Full-Time (40 - hours)

STATUS: Exempt

KEY DUTIES AND RESPONSIBILITIES:

Facilities & Building and Grounds Management – along with the Property Committee oversee procurement and contract management; building, custodial, and grounds maintenance; security, health, and safety operations of church facilities; utilities and building infrastructure; and space management. Assist in scheduling meetings and events, renting out church space, and enforcing church policies for facility use. In addition, work with church support to evaluate the church's insurance needs and ensure that policies remain current.

Procurement and Contract Management

-) In the event a job is beyond the skills of our Property Committee and is outsourced to a third-party contractor, the church office/facilities manager will also ensure such contractor services are supervised
-) Ensure adherence to building and land use codes from related municipal and regulatory agencies
-) Review all outside vendor invoices to ensure satisfactory completion and budgetary compliance

Building, Custodial, and Grounds Maintenance

-) Manage facilities, staff, address building schedules for maintenance and janitorial work as well as for all grounds services (landscaping, parking lot, exterior of buildings), directing them day to day
-) Work with staff and ministries/organizations in coordinating the assignment of classrooms and church facilities for meetings and activities
-) Coordinate and track any maintenance associated with heating, air conditioning, and building elevator

Security/Safety/Health

-) Ensure implementation of church's security procedures
-) Manage and coordinate closely with the Property Committee the fire alarm and building alarm systems to ensure proper functioning
-) Train staff and key volunteers to operate these systems during ministry events
-) Manage and assign all keys and fobs (or current employed system) for building doors and access points
-) Develop and manage an emergency response plan for fire evacuation, tornados, inclement weather, etc., and other emergencies like snow removal and flooding
-) Coordinate and manage church vehicle use with the Property Committee and keep records of all registered and approved drivers, maintenance, insurance, and license plates

-) Unlock and secure the facility during normal work hours

Utilities and Building Infrastructure

-) Closely observe and track with the Property Committee all utilities costs (gas, electric, water, sewer, etc.) to determine any unusual patterns and determine ways to save costs
-) In consultation with the Property Committee, develop a long term (5-10 year) forecast of maintenance items to be addressed to ensure building, equipment, and grounds are employed at their highest and best use

Space Management

-) Develop procedures and standards for staff, volunteers, and others on building use and prepare the facilities for all the ministry events - (i.e. weddings/funerals etc.)
-) Maintain control over building use by external and internal groups, and ensure payment to the Church, when applicable

Human Resources & Finance - work closely with the church's treasurer, accountant, any external agencies and other staff to ensure the church properly uses funds and meets financial obligations. Usually oversee payroll and vacation and, through Board of Pensions, keep records of employee benefits and insurance. Along with Church Support and any external agencies, prepare and implement the church's budget and help prepare financial statements. In addition, track and record church income from donations and sales, deposit funds into church accounts, pay bills, and maintain sufficient cash flow for the church. Ensure tax documents are prepared and filed on time.

Personnel

-) Assist the Personnel Committee in the hiring, assessing, disciplining, and terminating of staff
-) Maintain employment records of staff and develop archival procedures
-) Develop and maintain new employee procedures
-) Maintain employee budget spreadsheets
-) Administer the personnel policies and procedures of the church in consult with the Personnel Committee
-) Perform any annual performance reviews of staff members that are supervised by the Office/Facilities Manager.

Board of Pensions

-) Work with Board of Pensions ensuring the Employer Agreement and Benefit Plan and Employee benefits are accurately reflected in the Board of Pensions Database

Financials - as required, from time to time may have to assist CLA.

-) Work with Church Support performing annual financial reviews or audits
-) Work in conjunction with Treasurer to maintain the financial integrity of the church's finances by updating critical inventory, payroll, and tax compliance records
-) Perform in a timely and accurate manner, the general accounting functions including maintaining the general ledger (accounts receivable, accounts payable and cash management) to account properly for the income, expenses, assets, and liabilities of the church
-) Prepare, if applicable, the monthly and annual financial statements for review by the Treasurer and Church Support

Communications/Information Technology

Computers/Software – In conjunction with the Technology Committee ensure:

-) all church Cyber Security and Computer Use policies are followed
-) all new personnel are properly added to the appropriate church IT and Telephone systems

-) removal of all personnel, that have left the employment of the church, from all IT and Telephone systems they had access to
-) personnel computers and software are updated, as needed, and assist with software training of staff members
-) the Technology Committee in retaining IT Support Contractors and manage those relationships
-) appropriate office equipment and supplies to support publication of newsletters, bulletins, and correspondence are maintain

Telephone/Internet – In conjunction with the Technology Committee ensure:

-) obtaining Telephone and Internet Services for the church
-) the payment of the Telephone Service and Internet Services invoices are managed
-) the telephone and internet service invoices are reviewed and paying appropriate charges

Website/Social Media/Calendars/Newsletters/Bulletins

-) the church website is maintained
-) the church calendars are maintained
-) the production and mailing of any newsletters and correspondence
-) the church's weekly worship bulletins are published

Administration

Office Management

-) As needed, answer church phones and route calls as appropriate
-) Assist staff in the completion of their duties as necessary
-) Develop and update office procedures, provide staff cross training, and ensure all assigned tasks are completed
-) Compile any correspondence (including first time visitor letters), filing, and routine tasks as requested by committees/ministries
-) Enter attendance information in computer
-) Interact with the public
-) As needed, may certify as a Notary

Record Management

-) Maintain church directories and records relating to church membership
-) Record contributions and produce quarterly statements of giving
-) Maintain permanent records of church activities, as required by the Session and/or the Presbytery
-) Assist Church Support Committee in preparation of the Annual Budget and Stewardship Campaign

Perform other appropriate duties as assigned by the Head of Staff.