

**Change Church**  
**Dharius Daniels, Senior Pastor**

**Facilities Manager**

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**Position:** Full-time, salaried

**Reports to:** Operations Pastor

**Department:** Administration

The major purpose and responsibility of the Facilities Manager is to serve the church by overseeing the day-to-day facility needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

**GENERAL**

- Commit to pray for the first family, leadership and membership of Change Church.
- Lead in generosity to the church through consistent giving of tithe and offerings.
- Serve in excellence by being early and prepared for all scheduled meetings.
- Establish and foster an exemplary relationship with staff/non-staff workers, church membership, and the community at large.
- Champion support, and advocate for the vision of the church.
- Demonstrate a servant's heart by having a willingness to perform other duties as needs may arise.

**FACILITY MANAGEMENT**

- Oversee the day-to-day operations of facilities to ensure effective operations for staff and ministry.
  - Ensures Pastor's vision for facility usage, improvements, and setups are implemented.
  - Setup of facilities for meetings, events, worship, weddings, funerals, etc.
  - Perform weekly task assigned by Operations Pastor such as cleaning, storage room/pod management, supply management, supply receivables, etc.
  - Provide minor maintenance, repairs, painting, floor buffing, as needed
  - Oversee the maintenance and servicing of all church vehicles
  - Assist Campus Pastor with south trailer packing and unpacking.
  - Provide weekly status updates of task to Operations Pastor.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION**

- Requires a high school diploma and/or its equivalent with some experience in the field or in a related area.
- Demonstrates expertise and resourcefulness in a variety of the field's concepts, practices, and procedures.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Must possess the following skills: strategic planning, verbal and written communication, conflict resolution, multitasking, some handyman skills, and project management.
- Must demonstrate the ability to receive instruction, interpret it, develop a plan of action, and execute.
- Must be a self-motivated person who is able to be effective when working independently without supervision and produce results.