

First Congregational Church of Bellingham – JOB ANNOUNCEMENT

CHURCH FACILITY MANAGER - Join the team of a progressive, LGBTQ+ affirming church committed to serving peace through justice in Bellingham and beyond. With 10 full and part-time staff, we have fun while working for good in the world. This *newly created* position is scheduled to work a flexible schedule of 30 hours per week (with weekends and evenings as needed) at a hiring range of \$32.00 to \$39.00 per hour, DOE. Benefits include sick leave, vacation and holiday pay (pro-rated) and after 90 days of employment a total contribution of 12% of salary which can go towards retirement and/or health benefits. Visit www.fccb.net to learn more about us.

PURPOSE - The church facility supports First Congregational Church's mission and ministry. The Church Facility Manager, in collaboration with the Board of Trustees, is responsible for the maintenance of church property, ensuring its operability and aesthetic appeal to foster a conducive working environment. This position advances the Church's mission and creates welcoming spaces by ensuring that each space is safe, clean, accessible, and well-maintained.

ACCOUNTABILITY - The Church Facility Manager reports to the Pastor (head of staff) and is accountable to the Church Council through the Personnel Committee. Head of Staff will coordinate an annual performance review, inviting participation of staff and church members who work closely with the Church Facility Manager.

RESPONSIBILITIES

Facilities (Building & Grounds) Management

- Manages leases including renewals and ensures lessees carry appropriate insurance; serves as the main point of contact for lessees.
- Collaborates with the Board of Trustees and attends monthly meetings; keeps Trustees apprised of facility issues and seeks approval for spending outside annual funding plan.
- Works with contractors as needed to inspect, maintain, and improve facilities (including researching, hiring, supervising).
- Supervises the Custodian; ensures custodial responsibilities are fulfilled when Custodian is absent.
- Recruits, trains, and builds a robust team of volunteers to assist with facility upkeep, general handiwork, event hosting, etc. Provides regular feedback for the volunteer team, fostering a culture of learning and improvement, and celebrating team successes.
- Schedules timely inspections to ensure compliance with city and state codes. Maintains certificates and records.
- Updates and maintains facility (building and grounds) manual and creates handbook of policies.
- Maintains inventory of supplies, tools, and resources, ensuring availability and timely replenishment.
- Supervises or may perform minor maintenance tasks for key systems such as plumbing, HVAC, electrical, security, and internet/network.

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- Is primary contact for facility emergencies. Works with Trustees to develop and maintain emergency preparedness/response manual.
- Ensures snow removal and de-icing of sidewalks and parking lots as needed.

Event Coordination

- Serves as the main point of contact for all rental contracts and inquiries. This includes communicating policy, scheduling, managing contracts and compliance, and ensuring spaces are prepared for renters.
 - Communicates with Worship Media Coordinator for events needing sanctuary a/v system.
 - Coordinates with Director of Community Life for scheduling events.
- Coordinates with staff and volunteers to prepare spaces for internal (First Congregational Church) events. Supervises the setup and resetting of spaces for events, ensuring optimal utilization and efficiency.
- Recruits, trains, and builds a robust team of event hosts.
- Supervises the care and proper usage of all facilities and physical assets.

Qualifications

- Demonstrated welcoming and respectful manner toward all people, without regard to race, gender, sexual orientation, gender identity, country of origin, religion, or socioeconomic status.
- Demonstrated experience with facility management. Experience in a non-profit or church setting a plus.
- Demonstrated working knowledge of facility systems such as plumbing, HVAC, electrical, security, and basic internet/network management. Willingness and ability to learn new skills.
- Demonstrated ability to communicate effectively with staff, church members, and the general public using tact, courtesy, and good judgment, including conflict resolution skills.
- Demonstrated ability to work closely with volunteers. Ability to work independently and as a member of a team.
- Demonstrated ability to think strategically, anticipate future needs, assist with budgeting, and make informed decisions.
- Demonstrated ability to take initiative, prioritize projects, and work efficiently on multiple projects.
- Willingness to work some evenings and weekends.
- Small tool skills required.
- Basic computer skills required, including use of Word and Excel.

TERMS OF EMPLOYMENT

- The Employee Policy Handbook contains detailed information on terms of employment
- A Letter of Agreement (LOA) for the position will specify the work hours and the compensation for the position
- Final candidate will have a 90-day probationary period

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- Hire is contingent on a background check (see Employee Policy Handbook for details)
- Employment of all employees with the church is at will

HOW TO APPLY:

***Send your resume AND cover letter addressing the qualifications listed above to:
fcbsearch2021@gmail.com. This position remains open until filled.***