



## MINISTRY COVENANT

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Mission: **ALL** Making Disciples of **ALL**

Strategy: Worship, Learn, **Serve**, Play

Core Values: Word, Discipleship, Honesty, Kindness, **Service**, Community

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Our mission of **ALL Making Disciples of ALL** is accomplished as we worship, learn, serve, and play together. Your contribution of service to the Facilities Team is vital to the fulfillment of the mission of the church. As the **Facilities Coordinator**, you will ensure that the church property is clean, well-maintained, and aesthetically pleasing.

**MINISTRY TEAM:** Facilities Team

**ROLE:** Facilities Coordinator

**GOAL:** To maintain the church property in a standard of excellence

**PASTORAL TEAM LEADER:** Lela Cooper

### POSITION REQUIREMENTS:

- Must have completed new members classes (Discovering Jacob's Well)
- Must have completed level 3 discipleship classes (A Maturing Life)
- Must be an example of mature Christianity as outlined in Discipleship lessons (Levels 1-3)
- Must give consistently to Tithes, Offering, and Missions (TOM)
- Must be faithful in attendance to church services and a small group
- Must be dependable
- Basic knowledge of cleaning techniques and product usage
- Basic knowledge computer software and hardware

### JOB DESCRIPTIONS & RESPONSIBILITIES:

- Exemplify character, integrity, and leadership in a manner consistent with the Word
- Orient, train, and oversee team members
- Coordinate and schedule team members
- Facilitate routine and as needed maintenance with vendors (i.e. HVAC and pest control)
- Assess and maintain supply inventory (cleaning tools and products, facilities supplies)
- Facilitate equipment maintenance (i.e., vacuum cleaner)
- Ensure internal property is consistently clean and well maintained

- Facilitate the maintenance of the exterior property including grass, flower beds, trees, leaves, snow, ice, trash pick-up and removal
- Provide ongoing constructive communication with team members and pastoral team lead

**TIME REQUIREMENT:**

- Scheduling Staff: One to three hours per quarter
- Maintenance Appointments: Approximately two hours per quarter
- Training: Two hours per quarter or more frequently to onboard new members

**TEAM REQUIREMENT:**

- Post service: Approximately 1 hour weekly following each service
- Weekday (upstairs): Approximately 1 hour weekly
- Post Potlucks/Repasts (Fellowship Hall bathrooms): 45 minutes
- Special Events and Services: As required
- Comprehensive cleaning, ongoing development, and training: Approximately two hours per quarter
- Seasonal outdoor clean-up: Approximately 2 hours, twice a year.

In the spirit of our core values, I understand my role of responsibility and commit to fulfill this ministry covenant in service to God and to the body of Christ.

Covenant Member Signature	Print Name	Date
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Pastoral Team Member Signature	Print Name	Date
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