



KMCC Facilities Coordinator (part time)

(Position Description / list of responsibilities)

The purpose of the Facilities Coordinator is to step into a discipleship relationship with the pastoral staff of KMCC to help grow the ministry of the local church and care for the church facilities. As a facilities coordinator you will report directly to the associate pastor. In addition to the following list of responsibilities a facilities coordinator should be regularly in God's word and prayer. A facilities coordinator must have a clear testimony, believe in the death burial and resurrection of Jesus Christ, and understand the doctrinal position of KMCC.

- Responsible to be meeting weekly with Pastor/elder for discipleship/accountability.
 - Additionally encouraged to be meeting with someone regularly and disciple them.
- Weekly responsibilities: Responsible for Building Maintenance and upkeep
 - Responsible for cleaning of the building after each event
 - Communicating and working with deacons to schedule repairs and events
 - Facilitate/schedule Deacons meetings and act as liaison for KMCC pastoral staff
 - Responsible to ensure Church Supplies (kitchen, cleaning, etc.) are purchased and stocked
 - Responsible for ordering supplies
 - Communicating with and acting as liaison for cleaners, mowers, and snow shovelers.
 - Responsible for organizing set up and tear down for all events
 - Assist with kitchen duties for Generations, Sundays, and other events
 - keeping the Street sign current and fresh
- Sunday responsibilities:
 - Ensure coffee is made and cleaned up
 - Ensure bulletins are folded
 - Collaborate with ministry intern (and staff) to ensure sign-up sheets, info tables, and ministry tables are prepared.
 - Perform any other tasks assigned by Pastor Tim/Pastor Jason.
 - Love everyone!
 - Help guide newcomers.
- Overall responsibilities:
 - Make sure appropriate rooms are unlocked for each event and on Sundays
 - Open building and turn on lights, close building and turn off lights
 - Be familiar with and act as staff contact for physical emergency issues as they arise
 - Be on-site for weddings and funerals to clean up and close up the building at the conclusion.
 - Responsible for oversight of all cleaning, maintenance, quality of life changes to KMCC property.
- **Employment details**
- Part time position(24 hrs/wk), compensation subject to experience and education, report to Associate Pastor, vacation and holiday pay.