



**Winona Lake
Grace Church**

Facilities Coordinator

Job Description & Application

Application

Job Description

Stewardship matters--whether it involves money, people, gifts, resources, or facilities.

A Facilities Coordinator focuses on multiple stewardship areas at the same time: buildings and facilities, people volunteering their time and energy, and the use of tangible resources to accomplish the mission of the church. The role requires both the ability to get things done and the ability to invite others to use their gifts and abilities to join in that work, succeeding by mobilizing volunteers rather than doing everything alone.

This role provides both hands-on leadership and strategic coordination, with an emphasis on developing systems and teams that allow church facilities to be cared for consistently and sustainably.

Role Details

Ministry Title: Facilities Coordinator

Paid Position: Yes (Salaried)

Weekly expectations: 40+ hours

Job Category: Full-Time Staff

Relationships

Reports to: Executive Pastor

Direct Reports: Maintenance and Custodial staff, Facilities Administrator

Works directly with: Trustees, Building and Grounds Team, all staff as it relates to facility use and readiness

Qualifications and Competencies

- Significant facilities-related industry experience preferred
- Ability to be self-directed and work well with WL Grace staff, as well as community members and vendors
- Experience leading staff and projects, with a demonstrated strength in

- recruiting, organizing, training, and mobilizing volunteer teams (including Trustees and other facility-related volunteers)
- Ability to prioritize, plan, and manage multiple projects and requests in a fast-paced ministry environment
- Basic understanding of building technology (TVs, projectors, etc.)
- A teachable and humble spirit, willing to work behind the scenes to lead volunteers and steward our facilities
- Regular attendance and participation in the body life of WL Grace Church
- Agreement with the WL Grace Ministry Team Agreement

Primary Duties and Responsibilities

- Facilitate building stewardship through maintenance and repairs
 - Ensure buildings and grounds are properly cared for
 - Respond to maintenance work orders promptly
 - Coordinate preventative maintenance plan and schedule
 - Pursue and manage subcontracted and vendor relationships for maintenance and custodial services
 - Keep equipment in proper working order (vehicles, mowers, etc.)
 - Work collaboratively with the Trustees to steward and care for the church's facility resources
- Custodial Coordination
 - Manage (through the Facilities Administrator) all regular and periodic custodial needs, to be carried out through staff, volunteer and/or subcontracted efforts
 - Develop and maintain volunteer teams for supplemental custodial work
 - Budget for, maintain, and manage all custodial supplies and equipment needs
- Facility Setup and Security
 - Work through the Facilities Administrator and with ministry leaders to ensure all facility setup and usage needs are met
 - Meet with facilities team regularly for training and clear expectations to ensure that events and rooms are prepared properly for ministries and events
 - Develop, encourage, and train volunteer teams
 - Work through the Facilities Administrator to approve and host outside rentals
 - Oversee facility-related security systems, open/lock-up procedures, and related volunteer teams and training

- Building Technology
 - Maintain all building technology related to facility use (not including technical components related to weekend services, auditoriums, or IT infrastructure)
 - Assist and troubleshoot technology with other WL Grace ministries (as able)

- Volunteer Leadership and Development
 - Recruit, organize, train, and support volunteer teams to assist with custodial work, facility setup, maintenance projects, and event coverage
 - Create clear roles, expectations, schedules, and communication for facility-related volunteers
 - Identify and develop volunteer leaders who can oversee specific areas or teams
 - Foster a culture where volunteers feel valued, equipped, and connected to the mission of WL Grace
 - Coordinate volunteer efforts in alignment with ministry leaders to ensure facility support enhances ministry goals

- Miscellaneous
 - Work with Executive Pastor to develop and manage annual facilities, custodial, and capital maintenance budgets, including long-term planning for repairs and replacements
 - Support the Safety Team as it relates to facility readiness, equipment, and training needs
 - Ability to respond to facility-related needs outside normal hours as reasonable and necessary
 - Required to be First Aid, CPR, and AED certified
 - Maintain required yearly inspections on boilers, elevators, alarms, etc.
 - Other duties as requested

Working Environment

- Saturdays and Sundays may be occasional workdays
- Work locations and schedules vary depending on program and facility needs
- Working in hot or cold conditions for extended periods of time
- Frequently lifting equipment and materials weighing 30 pounds or more

Evaluation Process

Regular job performance updates and yearly reviews