

Title: Facilities Manager
Department: Operations
Date (Revised): April 2025

Purpose/Position Overview:

The Facilities Manager will oversee the operations of the facilities for First Baptist Church and the college houses. In all things, the Facilities Manager will illustrate personally and in leadership the church's mission to Love God and Love People.

Spiritual Requirements:

1. Affirmed and approved by First Baptist Church as a recognized member and leader of the church body.
2. Willingly submits to the First Baptist Church Membership Commitment and all other commitments as taught in the Next Steps Class.
3. Committed to Love God and Love People, and encourage others to do the same.
4. Meets character/spiritual qualifications of a Spirit-empowered, Gospel-centered, relationally-invested church leader.
 - a. Above reproach (1 Tim. 3:2; Titus 1:7)
 - b. Demonstrates godly character (Tim. 3:2-3, 8; Titus 1:6-8)
 - c. Knows how to lead and how to follow (Titus 1:6)
 - d. Ministers to his/her family (1 Tim. 3:4; Titus 1:6)
 - e. Able to communicate the Word of God to others and give instruction in sound doctrine (Titus 1:9; Heb. 13:7)
 - f. Good reputation with outsiders/non-believers (1 Tim. 3:7)
 - g. Full of the Spirit and wisdom (Acts 6:3)

Team Commitment

To support *Unity (Homothumadon)* within our team (Acts 2:46; 4:24; 5:12; 8:6):

1. I will focus my ministry on the **Mission** of FBC: To Love God and Love People as we Glorify Him with a lifestyle of worship, Grow in our relationship with Him, Serve others, and Share God's Story.
2. I will focus my ministry on the **Priorities of** of FBC: Shaping Disciples, Embracing Younger Generations, Engaging our Community, Being Missional and Living Generously.
3. I will focus my ministry on the **Strategy** of FBC: Disciples are made in the context of missional communities and authentic relationships. Missional communities are

nurtured in five environments – large, medium, and small gatherings, individual time with God, and our global focus.

4. I will invest my **Resources** in FBC: Realizing our common mission, purpose, vision, and strategy requires that we generously invest our personal, God-given time, talents, and treasures in the work of First Baptist Church of Eugene.

General Areas of Responsibility

- Lead with implementing and accomplishing the church's mission and priorities.
- Lead with helping deal with the growth and complexity of a growing organization.
- Lead with fulfilling vision and setting goals for FBC.
- Review Facilities strategic initiative projects and develop integrated implementation timelines that can be adopted and supported by the entire FBC organization.
- Keep all things in front of the Lead Executive Pastor that impact ministry at a strategic level.
- With Lead Pastors and Pastoral team, coordinate the continued development and implementation of the FBC Facility Use and Procedures Policy, the FBC Security Policy, and the FBC Safety Policy.
- Assist the Lead Executive Pastor, as needed, in:
 - Managing personnel matters (with a special focus on the Facilities Team) such as vacation dates, staff evaluations, interviews, training, and professional development, and maintaining balanced work schedules.
 - Overseeing financial operations and management.
 - Keeping all projects up-to-date.
 - Leading the Safety Compliance Team to ensure that the FBC Staff and attenders have a safe environment.

Special Knowledge/Skills Required

- Oversee/Shepherd/Recruit all Facility and Property Ministry Teams, including Custodial/Maintenance Team, Kitchen cooks & volunteers, Event Host(s), Safety Compliance Team, and Facility & Green Team (landscape) volunteers, and other ministry teams that may be developed.
- Develop and implement a plan to cross-train personnel in key systems (e.g. fire alarm system, HVAC, etc.).
- Perform at least quarterly walk-thrus of FBC properties to note repairs or improvements needed & coordinate implementation with Lead Executive Pastor including billing and budget.
- Develop and maintain an ongoing prioritized list of capital needs for church facilities.
- Comply with all local, state, and federal safety regulations, legal codes and standards – attend safety meetings and other related training opportunities to stay current with regulations. For example: building codes, OSHA, emergency evacuation procedures,



safety, security and lockdown procedures for all FBC facilities, with ability to follow, teach and enforce all safety procedures and regulations.

- Knowledge of general building construction, building systems (fire sprinkler control, water shut-off valves, HVAC and lighting override controls, security alarm system and basic electrical controls for all FBC properties) and site utilities (sewer/septic, water, electric, natural gas).
- Maintain records for mapping of systems (electric, telephone, water, and sewer) for all FBC properties.
- Oversee and execute all FBC maintenance contracts (e.g. elevator, security, HVAC, fire suppression, etc.) with respective vendors.
- Oversee scheduling, maintenance and inventory of all FBC vehicles in the motor pool, including oversight and clearance of all users/drivers.
- Oversee scheduling and usage of main church facilities. (Knowledge of event scheduling procedures.)
- Coordinate building use with church event managers and outside user-group representatives and with individual users and assigned staff teams in their usage of the facilities.
- Keep the Facilities use policy up to date and current so church families and guests can enjoy using the facility. Develop and effectively communicate the Facility Ministry's purpose, vision, values, and goals of ministry to FBC leaders, Facility Team, and community.
- Knowledge of basic computer skills and software for communication, data storage, research and scheduling applications; ability to learn other software, as needed.
- Ability to prioritize workload, meet deadlines, manage projects, and delegate responsibilities simultaneously.
- Attend and participate in Monthly Staff Meetings and be available for Pastoral Meetings as needed..
- Attend emergencies when needed.
- Maintain strong accountability with FBC ministry leaders, pursue personal growth and continuing education opportunities in order to increase effectiveness for the Lord in life and ministry.
- Fulfill any and all other responsibilities as needed or assigned by Lead Executive Pastor.

Education/Experience/Desired

- Experience in facility management and custodial care
- Bachelor's Degree preferred -- 3-5 years previous work related experience for the position.



Directly Reports to

Lead Executive Pastor

Terms of Employment

- Agree to abide by all policies and procedures as outlined in the personnel policy manual (including membership at FBC if applicable)
- Agree to abide by all policies and procedures as outlines in FBC the personal policy manual.
- This position requires membership and regular attendance at First Baptist Church

Signature of Pastor/Employee

Date

Signature of Supervisor

Date

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.

