

Job Title: Facility Steward

Reports to: Executive Pastor **Accountable to:** Board of Elders

Hours: Full-time

Position Summary

The Facilities Steward provides hands-on maintenance, repairs, custodial services, grounds care, and strategic oversight of the church's buildings and property. This role combines skilled physical work with administrative coordination, vendor management, team supervision, and proactive planning to ensure safe, well-maintained facilities that support ministry effectively. They are a minister of the gospel through their stewardship of the facilities. The position requires both craftsmanship and strong organizational skills, with a servant-hearted, ministry-minded approach.

Key Responsibilities

Maintenance, Repairs & Preventive Work

- Perform skilled repairs and troubleshooting.
- Conduct regular preventive maintenance on building systems and equipment.
- Respond promptly to work orders and emergency needs.
- Identify safety hazards, code violations, or major repair needs and fix or report immediately.

Custodial, Grounds & Seasonal Maintenance

- Oversee and/or perform all custodial duties.
- Handle/oversee grounds maintenance.
- Perform snow removal, salting of walks/parking lots, and operate related equipment as needed.

Event & Room Support

- Set up and tear down rooms for services, classes, events, weddings, funerals, and rentals.
- Coordinate event setup/teardown scheduling with ministry staff to ensure timely preparation.

Supervision, Volunteers & Staff

- Supervise paid facility staff and volunteers (scheduling, training, performance feedback).
- Plan and coordinate annual facility workdays with the Facility Stewardship Team.
- Serve as a permanent member of the Facility Stewardship Team.

Administration, Budget & Vendors

- Develop, manage, and track the annual facility budget in collaboration with the Church Administrator.
- Manage vendor/contractor relationships: obtain bids, schedule work, ensure quality, approve payments.
- Maintain accurate records of maintenance, repairs, inspections, testing, and hazardous materials.
- Oversee inventory of consumable supplies.
- Manage lock/key/security/access control systems in coordination with office staff.
- Ensure compliance with building codes, safety regulations, and church policies.
- Provide weekly status updates and reports on projects, budgets, and facility conditions to supervisor.

General & Ministry Responsibilities

- Maintain tools, equipment, and shop areas in safe, organized condition.
- Serve as primary point of contact for facility needs and emergencies (may require availability outside normal hours, including on-call rotation, evenings, and weekends).
- Exemplify biblical character, a servant's heart, and alignment with Crosspoint Bible Church's mission, vision, and doctrinal standards in all interactions.

Qualifications & Requirements

- Minimum 3–5 years of hands-on facilities maintenance, skilled trades, or facilities operations experience.
- Demonstrated working knowledge of facility related machines, equipment, and systems.

- Proven ability to supervise teams, manage vendors/contractors, develop budgets, and use work-order/software systems.
- Strong organizational, communication, project management, and interpersonal skills.
- Proficiency with computers and basic office applications.
- High school diploma or equivalent required; trade certifications (HVAC, electrical, plumbing) or facility management credentials (CFM, FMP) a plus.
- Physical ability to lift 50+ lbs repeatedly, climb ladders, work at heights, and perform labor in all weather conditions.
- Valid driver's license and clean driving record.
- Flexible schedule with availability for evenings, weekends, on-call emergencies, and occasional extended hours.
- Must meet all employment standards of Crosspoint Bible Church and live in accordance with biblical teaching.

Estimated Work:

- 30% - Cleaning and set-up
- 20% - Grounds – less in the Winter
- 35 % - Light maintenance and repairs
- 15% - Administration