

Church of the Apostles Building Administrator

Job Title:	Building Administrator
Reports to:	Executive Director
Position Status:	Part Time (16 hours base with possible additional hours during outside events)
Purpose:	The Building Administrator is responsible for managing all matters related to the church facility, and serving the pastoral staff in fulfilling the church's mission objectives. This job is a ministry of the church; the person in this position will be extending the ministry of Church of the Apostles to our staff, our members, and the surrounding community.

Job Responsibilities:

The primary responsibilities include:

Building Management:

- Maintains the facility use schedule and enforces the guidelines established for using the facilities
- Build and Lead a volunteer team that ensures building is set up for all events and standard function
- Provide supervision (either directly or through contracted supervisors) for any building use outside of standard church hours (M-F 8am-5pm, Sun 7am-1pm)
- Manages all building/site services including maintenance, cleaning and janitorial
- Emergency Maintenance contact and interface to all utility providers, such as electricity, water, sewerage, telephone and Internet
- Manage opportunities for volunteer lay teams to provide site services where possible
- Ensures that all aspects of the building (interior, exterior and grounds) are kept neat and in full working order
 - Maintains schedule for replacements, upgrades, and improvements of building and grounds
 - Ensures that utilities are run in a cost-efficient manner (particularly the HVAC Management system)
- Open the building on Sunday mornings (45 minutes prior to service) and ensure that all systems are ready for worship service
- Leading Audio Visual Team in order to help ensure that sound and video equipment function well in worship, as well as other ministry events
 - Understand complex sound systems and able to correct technical problems

Job Skills and Requirements

- A committed Christian, and preferably a member of Church of the Apostles.
- Can conceptualize his/her administrative and managerial work as ministry and verbalize the function of the job as ministry.
- The ability to effectively communicate and collaborate with church members and staff to make decisions.

- Knowledge of Audio Visual systems and the ability to troubleshoot issues
- Basic electrical, plumbing, and construction skills
- Timely and consistent attendance, and availability in the evenings for committee meetings.

Evaluation and Compensation

The Building Administrator reports to the Executive Director and will receive an annual performance review by the Executive Director. Compensation is reviewed annually by the Executive Director and the Leadership Council. The Building Administrator serves as staff liaison with the Facilities Team and attends other committees as needed.