



St Luke Lutheran Church

Property Coordinator Job Description

Reports To: Church Council via Personnel Team

Position Status: Part-Time

CHURCH'S MISSION STATEMENT:

Gather. Empower. Serve.

POSITION MISSION:

Care for the physical structure of the church in order to create a clean, comfortable and hospitable environment.

GENERAL NATURE OF WORK:

To coordinate and perform routine building, grounds and equipment cleaning, maintenance and evaluation, and assist with set up and take down or clean up associated with church events and activities. These responsibilities will be performed in cooperation with the Property Ministry Team and as directed by the Personnel Team, Property Committee or paid office staff. This is a part-time, hourly position (around 10 hours/week) requiring some flexibility to accommodate seasonal or special events or projects that may include some evenings and weekends.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Perform work as directed.
2. Follow a schedule of light maintenance for building and equipment.
3. Identify and coordinate needed repairs with the Property Team.
4. Work with contractors and vendors on routine maintenance and repairs, including taking bids and checking references.
5. Coordinate state and local annual inspections for fire extinguishers, alarms, and elevator.
6. Coordinate set up and clean up/take-down requirements for church events, including movable wall and table setup/takedown.
7. Make use of online scheduling and property request forms in order to provide an avenue for volunteer leaders to communicate property needs or requests.



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8. Attend weekly staff meetings and help plan church events in coordination with the staff.
9. Maintain a regular Sunday morning presence, being available for incidental property needs.
10. Attend monthly Property Ministry Team meetings and assist in coordination of volunteers to property-related tasks.
11. Assess building interior and exterior, including all grounds, trees/bushes, flowerbeds and entrance areas on a monthly basis for needed clean up or maintenance.
12. Organize spring and fall clean up.
13. Occasional snow shoveling and attention to icy patches at entrance areas when church is occupied.
14. Assist with management of heating and cooling equipment schedules and settings.
15. Carry out routine lighting replacements.
16. Track and maintain cleaning supply levels, including ordering and receiving supplies when needed.
17. Special cleaning projects as assigned, in addition to spot cleaning between professional cleanings.
18. Be available to be on call as the emergency contact.

QUALIFICATIONS AND COMPETENCIES

1. Have a minimum of a high school education or equivalent background.
2. Have a working knowledge of basic carpentry, plumbing, heating, electrical, painting and landscaping techniques.
3. Comfort and aptitude with basic communications technology essential; including e-mail communication and Google Forms.
4. Have a valid driver's license and an operable vehicle.
5. Have the ability to lift up to 50 pounds and climb a ladder up to a height of 20 feet.
6. Good time management skills and sensitivity to budget concerns.
7. Be self-motivated and able to work without direct supervision.
8. Be a person of high integrity and standards as well as a welcoming presence in the church.
9. Be committed to a team approach to ministry, being able to delegate and encourage the gifts in others.
10. Excellent interpersonal and communication skills are of primary importance. This position requires the ability to build and manage a group of volunteers to assist with work that fits their spiritual gifts.



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ACCOUNTABILITY AND EVALUATION

The Property Coordinator will report directly to the Church Council, with HR Administrative oversight managed by the Personnel Team. Day to day work direction or requests for assistance may be received from the Property Committee, Pastor or other members of the office staff.

ANNUAL COMPENSATION

- Compensation will be paid as per the terms of employment contract.
- Compensation will be reviewed annually.

Signature (Property Coordinator)

Date

Signature (Council Representative on Personnel Team)

Date

Signature (Personnel Team Member)

Date