



Director for Properties

In dependence on God, the *Director for Properties* aims to glorify Jesus Christ by overseeing and developing all aspects of the church's facilities, buildings, and equipment, as well as related budgets and supervisory responsibilities. This role supports Bethlehem Baptist Church through the safe, efficient, and effective stewardship of its resources by maintaining cleanliness, caring for infrastructure, managing future needs, and ensuring the safe and strategic use of church spaces.

Responsibilities for Specific Areas of Ministry:

Facilities Oversight

1. Oversee the use, maintenance, and upkeep of all owned and rented church properties by
 - a. Training, scheduling, and managing the custodial staff to ensure that the building is adequately cleaned and maintained.
 - b. Overseeing all service and vendor contracts relating to buildings, grounds, and transportation.
 - c. Provide guidance and direction to ministry groups to help them navigate and utilize the building for their events.
 - d. Evaluating the use of space to best steward our church resources and serve our congregation.
 - e. Managing the building use calendar by reviewing and approving building use requests in order to ensure the calendar is accurate and free of conflicts.
2. Develop, maintain, and communicate security policies for day-to-day and emergency circumstances.
3. Act as member of the Finance and Properties Administrator Committee and provide information regarding major projects and updates

Building Maintenance

1. Identify, plan, and execute building improvement projects either in-house, or through outside contractors.
2. Oversee routine checks of fire extinguishers, AEDs, and security devices
3. Work with the Coordinator for Facilities Infrastructure to assist in maintaining the HVAC system, boiler system, electrical, and plumbing systems, as needed.

Budget Management

1. Create and manage the Buildings & Properties budget annually in partnership with the Finance and Properties Administrator Committee and the Director for Finance
2. Manage custodial staff hours on an ongoing basis
3. Oversee purchase of equipment and materials as needed

Supervisory Responsibilities:

1. Direct Reports:
 - a. Custodial staff
 - b. Coordinator for Facilities Infrastructure
 - c. Coordinator for Kitchen Ministries
 - d. Coordinator for Weddings
 - e. Coordinators for Security
2. Supervisor Responsibilities:
 - a. Participates in interviewing, hiring, and training employees
 - b. Participates in job description creation

- c. Set and manage role expectations for direct reports
- d. Conduct regular and annual performance feedback and evaluations
- e. Facilitate conflict resolution for direct reports
- f. Approve employee time cards for direct reports
- g. Approve paid time-off requests for direct reports

Other Duties:

1. The Director will carry out such other duties as may be assigned by church leaders.

Qualifications:

An appropriate combination of formal education and relevant work experience totaling more than 5 years total is required.

Licenses and Certifications

1. Class 2-B Boiler's license or willingness to obtain as onsite training is available within 1st year
2. A minimum of 5 years of experience in the building and property industry, a related trade, or other relevant field, including:
 - a. Familiarity with general building techniques
 - b. Knowledge of building codes
 - c. An general understanding of building mechanics
 - d. The ability to prioritize responsibilities and complete assigned tasks in a timely manner

Education

1. Undergraduate degree preferred, but not required

Core Competencies:

1. Demonstrated leadership skills
2. Excellent interpersonal, written and verbal communication skills
3. Strong time management and organizational skills
4. In-depth problem solving and follow-through skills
5. Ability to manage details and priorities under the pressure of tight deadlines and multiple projects
6. Highly self-directed with an attention to detail and ability to organize effectively

Godly Character

1. Meet the spiritual and character qualifications of deacon as found in 1 Timothy 3:8–13 and to exhibit the fruit of the Spirit as found in Galatians 5:22.
2. Seek to sustain a vital, growing relationship with the Lord through personal and corporate worship, study of God's Word, prayer, and regular, ongoing fellowship with believers at Bethlehem Baptist Church.
3. Model servant leadership and exhibit a helpful, joyful attitude.
4. Be an individual of prayer and of the Word, sensitive to what the Spirit is saying to Bethlehem Baptist Church, devoted to daily prayer and Bible reading for the sake of being guarded from sin and stirring up one's heart and mind to renewed passion for Christ. Gladly participate in mutual care and accountability with other believers.
5. Seek to do duties in the power of the Holy Spirit, undergirded with prayer, guided by the Scriptures, and manifesting the character of Christ for the glory of God.

Church Member

6. Be a member in good standing of Bethlehem Baptist Church or, if not a member when called to the church, become a member as soon as possible, ideally completing the membership process within three (3) months of the date that employment begins.
7. While ensuring first loyalty is to God and the Word, support the leadership of the church generally and specifically for one's area of ministry. Strive to maintain positive and fruitful relationships with other Bethlehem employees, members, and leaders. While concerns or differences of opinion may arise, all

employees will communicate in a biblical manner and abide by appropriate supervisory direction and any final determinations of the Council of Elders.

Position Details

- Reports To: Executive Pastor
- Area/Ministry: Support / Building & Properties
- Position Type: Full-time, Exempt
- Hours Per Week: 45
- Salary Range: \$60,000- \$85,000

Approved By: Michael Lane