



Dear Applicant,

Thank you for your interest in the position of our Facilities Supervisor. Enclosed is a comprehensive application that will allow us to get better acquainted.

Please fill it out completely and return it electronically to finance@evangelchurch.com with a copy of your resume and three references that includes the contacts name and organization, email, and telephone number. If you have any questions please contact me, Christopher Marinello, Executive Director of Operations at (908) 322-9300 ext. 138.

Thank you again,

In Christ,

Chris Marinello
Executive Director of Operations



evangel CHURCH

Name: Date:

Preferred Email:

Preferred Phone Number:

Please answer the following questions and return this document within one week of receipt by email, with at least three references. Thank you.

1. Describe your spiritual journey and a description of how you came to personally know Jesus. In your description, include the significant life events and people that shaped you along the way.
2. Explain your call to ministry. How do you grow and sustain yourself spiritually? 3. What are your spiritual gifts? (As referenced in 1 Corinthians 12, Romans 12, and Ephesians 4)
4. Describe how your skills, knowledge, and experience make you a good fit for this position. If you have church/ministry experience, please describe.
5. Why are you interested in working at Evangel Church?
6. We are an Assemblies of God church, even though we do not have Assemblies of God in our name, are your beliefs in agreement with the Assemblies of God doctrine? See http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_short.cfm
7. Do you work well in teams? Are you a team builder? Are you comfortable and competent recruiting and building a team of volunteers?
8. Are you a people person? If so explain.
9. If you are not currently employed, why did you leave your last position? If you are currently employed, why are you considering a new position?



Facilities Supervisor Job Description

EVANGEL CHURCH

To have success in this role:

This position is a vital link between our church, the congregation, and the community; it serves as a gateway for all church activity and is most responsible for creating a positive, safe, and inviting impression of the church and its ministry. Additionally, Facility Team players, and especially the Supervisor, are crucial in supporting and facilitating all staff and volunteer leaders to allow them to be successful in all their ministry endeavors.

In addition to performing routine work involving the repair and general maintenance of facilities, buildings, and equipment, the Facilities Supervisor, is responsible for supporting many aspects of ministries, thus requires acute organizational and computer skills, as well as excellent communication skills as they are highly visible and are constantly in demand by our, staff, volunteers and the congregation. This individual must be a humble servant, always hungry for improvement, and always socially smart, as they work hand in hand with other Pastors, Directors, and Coordinators of ministry.

Expectations for all Staff:

An authentic personal life-transforming relationship with Jesus

A calling from the Lord to serve Him and His people

A willingness to happily abide by the policies, procedures, and beliefs of Evangel Church as expressed in our church constitution, and the Staff Manual.

To be a servant-leader to the Evangel body

Perform your duties with humility, excellence, and a harmonious attitude of cooperation with other staff and Evangel Leaders.

Job Qualifications:

Ability to effectively and politely communicate and present information to the Pastors, Directors, Coordinators, and staff, as well as all members and attendees of Evangel Church either in person, on the phone, or through email/written documents.

Assess; read and understand departmental policies and procedures; write notes using correct

grammar, punctuation, and spelling; organize/prioritize work to meet deadlines; establish/maintain effective working relationships with staff and vendors.

While performing the duties of this job, the employee is regularly required to stand for extended periods, walk throughout the facility, and use arms, hands, and fingers to perform tasks. Frequent climbing, balancing, stooping, kneeling, crouching, and crawling are expected. Use of the senses (sight, sound, smell) is necessary. Regularly lift and/or move up to 50 pounds and occasionally 100 pounds. Vision requirements for this job include good or excellent close/distance perception, color perception, peripheral/depth perception, and the ability to adjust focus.

Functional Qualities:

Practice clear and honest communication

Demonstrate mechanical/professional proficiency

Contribute to effective teamwork

Manifest reasonable tolerance for stress

Demonstrate initiative

Demonstrate problem identification, analysis, and solving

Encourage and model the value of team among staff and the volunteer

community Promote and model the value of collaboration

Major Responsibilities:

Hire, Train, Supervise, and Schedule a well-trained Facilities team according to facilitate all weekly facility and ministry needs at all Evangel locations and parsonages.

Prepare and implement the Facilities budget each year and review it with the Executive Director of Operations or his designee.

Creative and oversee preventive maintenance schedules for all building systems. ie: (HVAC, Refrigeration, Generators, Fire Suppression Systems, Kitchen Appliances, Security and Fire Alarms, and Security Surveillance Systems.

Oversee all purchases of goods and services needed to maintain the facility. ie: (all paper goods, cleaning equipment and yearly service agreements.

Facilitate all ministry needs according to work orders submitted to the Facility Supervisor's office or scheduled on the church Google calendar/PCO.

Being a salaried exempt position with a required work week of 40 to 48 hours, and responsible for all weekend staffing, the Facilities Supervisor must be available to take phone calls when

emergencies arise; when police are called; or when a fire alarm is activated.

Scheduling all sub-contractors to do work needed so as not to interfere with the daily activities and operations of the Church.

Daily, weekly, and monthly calendar reviews, proactively looking for any room and resource scheduling conflicts.

Responsible for any resources being taken off-premises, i.e.: Church Van. Need to keep a logbook for all such occurrences.

Responsible for renewing all registrations and permits for automobiles, trailers, elevators, and the like.

Schedule Snow Removal Companies for the timing for the snow/ice removal for all our buildings to prepare them to be opened on time. Coordinate with maintenance personnel for the clearing and salting of all sidewalks on all properties.

Responsible for writing daily and weekend work lists for individual personnel

Accountability:

This position is directly accountable to the Executive Director of Operations or their designee but will support other ministry leaders to facilitate ongoing ministry.

Personal Qualities

Demonstrate enthusiasm for the mission and vision of Evangel

In agreement with Evangel Church's doctrinal statement

Personally engage in a lifestyle of spiritual transformation through discipleship and community connection

Manifest the highest level of integrity

Understands and grows in the area of Emotional Intelligence

Seeks input and ideas

Develops strategic and critical thinking skills, judgment, interpersonal skills

Show consideration for the needs, motivations, and skills of others when offering advice

Specific details related to this position:

Strong Leadership abilities to recruit, train, and develop a well-organized highly functioning team of maintenance personnel and volunteers.

Physically fit to lift and carry heavy objects such as tables and chairs

Able to operate either of the two 13.0 HP snow blowers and to handle 50-pound bags of Ice Melt and use a Walk Behind Spreader

A well-balanced knowledge of current trends within the facilities maintenance field.

Excellent computer skills proficient in Microsoft Word, Excel, and PowerPoint. The ability to learn and master HVAC, Security Cameras, and Purchasing and Scheduling Management cloud based systems.

Excellent analytical and problem-solving skills with keen attention to detail.
Strong communication skills with the ability to explain to superiors.

Ability to multi-task and meet task deadlines/timeline requirements.

Ability to work independently as well as in a team environment.