

Job Description

DIRECTOR OF FACILITIES AND SECURITY

Position: Full-time, Salaried, Exempt

Reports to: Executive Pastor

Department: Administration/Facilities

The major purpose and responsibility of the Director of Facilities and Security is to serve the church by overseeing the day-to-day facility and security needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

GENERAL

- Pray for Senior Pastor, ministerial and administrative staff, and Church family.
- Attend Church Service and Bible Study.
- Supports church in financial endeavors (tithes and offerings, etc.)
- Be early and prepared for all worship services and scheduled meetings.
- Establish and foster exemplary relationships with Family, Staff/non-staff workers, church membership, business partners, and the community.
- Perform other duties as assigned by the Senior Pastor.

FACILITIES MANAGEMENT

- Ensures building cleanliness so that the facilities are always immaculate.
- Oversees a facility management plan that coordinates routine and preventative daily, weekly, monthly, bi-monthly, quarterly, and annual maintenance of all Luke properties.
- Oversee the day-to-day operations of the building to ensure effective operations for staff and ministry.
- Ensure the Pastor's vision is implemented for facility usage, improvements, and setups.
- Develop and oversee the Volunteer Facilities Team and coordinate their volunteer efforts.
- Supervise maintenance staff, contractors, and vendors, i.e., electrical, water, etc.
- Supervise building and grounds staff, contractors, and vendors, i.e., landscaping, security, equipment, janitorial, etc.
- Develop and maintain relationships with all facility-related contractors and vendors to ensure efficient facility operations.
- Provide weekly status updates on facility operations.
- In conjunction with the administration office, ensure proper scheduling and setup of facilities for meetings, events, worship, weddings, etc.
- Studies physical conditions observes activities, and confers with staff to obtain data regarding internal operations.
- Manage and maintain The Luke fleet of vehicles.
- Coordinate transportation requests with the Director of Operations.

SECURITY MANAGEMENT

- Develop and oversee the Volunteer Security Ministry and coordinate their volunteer

efforts.

- Plans, directs, and oversees the implementation of comprehensive emergency procedures, security systems, risk management plans, and disaster relief protocols for the protection, care, and service of employees, ministry workers, ministry leaders, and congregation.
- Analyzes compiled data and plans and directs installation of electronic security systems, such as closed-circuit surveillance, entry controls, and burglar alarms. Oversees installation and checks operation of electronic security equipment.
- Notifies staff of security weaknesses and implements procedures for handling, storing, safekeeping, and destroying classified materials.
- Coordinates security and police contractors for all church functions.
- Serve as personal security to the Pastor and 1st family upon request.
- Travels with Pastor and directs security operations upon request.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION

- Requires a high school diploma or equivalent with at least five years of experience in the field or a related area.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Relies on experience and judgment to plan and accomplish goals.
- A wide degree of creativity and latitude is expected.
- May direct and lead the work of others.
- Must demonstrate excellent customer service skills at all times.
- Must possess the following skills: strategic planning, verbal communication, multitasking, and project management.
- Must demonstrate the ability to receive instruction, interpret it, develop a plan of action, and communicate to necessary parties.
- A self-motivated person who can effectively work independently without supervision and produce results.
- A Christian in full agreement with The Luke Church's statement of faith, willingness, and ability to serve Christ and His church; spiritually mature.

**Interested Applicants, please submit your resume and cover letter to:
awalker@theluke.org**