Ministry Support – Maintenance Associate
Full Time/Part Time Non-Exempt

Purpose of Position:
The Maintenance Associate serves as a member of the Maintenance Support Staff. This position seeks to undergird and support the church's mission to make disciples by providing a sanitary, safe and secure facility, buildings and grounds.

Assigned Person: _____
Effective date: **03/01/2024**
Reports to: **Facilities Manager**

Relates Closely with:
Facilities Manager, Associate Pastor of Administration, Executive Leadership Team, and all staff.

Responsible for:
- **Developing Leaders:** Serves as a ministry support team member to help the church improve its facilities and grounds for the work of the ministry.
- **Stewardship:** Support the assigned ministry team to exercise stewardship of the financial, physical and personal resources entrusted to the church.
- **Expand Ministry:** Support the overall ministry of the church as directed by the Associate Pastor of Administration.

Specific Responsibilities:

Maintenance Ministry
- Clean and maintain spaces and grounds as assigned.
- Perform routine maintenance and repair to ensure safety of those participating in ministry.
- Setup and breakdown rooms for meetings and events.
- Other duties as assigned by manager or church leadership.

Additional Requirements:
- An affirmation of the Baptist Faith and Message 2000.
- A commitment and obedience to biblical Christian principles and teachings both professionally and personally.
- HS diploma or equivalent required.
- Two years' experience in office or commercial environment.
- Church Membership desirable.
- Ability to lift/push/pull furniture and supplies with assistance as needed.
- Flexible schedule for weekend and special events when required.
- Requires passing appropriate background and education checks.

Revision date: March 2024