

First Baptist Church of Universal City
JOB DESCRIPTION

August 2021

TITLE: Business and Facilities Administrator

PRINCIPLE FUNCTION: The Business and Facilities Administrator is responsible for providing leadership, management, and oversight of the administration of the church primarily in the areas of financial management, facilities management and maintenance, and information technology. Position is supervised and evaluated by the Executive Pastor.

TRAINING AND EXPERIENCE:

1. Training – The Business and Facilities Administrator should have a college degree in business or a math related major.
2. Experience – It is desirable that the Business and Facilities Administrator have experience in the areas of Financial Management, Facilities Management and Information Technology.

PERSONAL CHARACTERISTICS:

The Church expects that the Business and Facilities Administrator will:

1. Be a dedicated Christian who sees his job as a means of serving Christ.
2. Be an active church member, genuinely concerned about the total church program.
3. Be a good steward of time and possessions (i.e. a tither).
4. Be congenial, positive in outlook, and emotionally and spiritually mature.
5. Be able to keep confidences and be thoroughly loyal to the pastor and church staff.

SPECIFIC DUTIES:

1. Lead the Church in planning, conducting, and evaluating a comprehensive plan of business operation in accordance with federal, state and local regulations and established church policies, developing budget for the same.
2. Direct the care and maintenance program of the church property and equipment. Supervise the maintenance and environmental services staffs.
3. Ensure all church properties and equipment is maintained for daily use by ensuring preventive maintenance and capital improvement of church property including property acquisitions.
4. Serve as staff point of contact for phased new construction inspections and / or remodeling of existing buildings.
5. Work with the Building and Grounds Committee to establish and maintain policies and procedures pertaining to the use and maintenance of church facilities. Assist the Committee in its relationships with architects, contractors, and others in building remodeling, and equipping church buildings.
6. Give leadership to the benevolence programs of the church. Work with the Benevolence Ministry Team to maintain policies and procedures.
7. Write and update personnel job descriptions in coordination with Human Resources Coordinator for support staff members supervised by this position.
8. Direct the operation of the church financial management programs in coordination with the Church bookkeeper. Coordinate the preparation of the annual budget with the Financial Stewardship Committee and Executive Pastor. Work with the Financial Stewardship Committee to establish and maintain financial policies and procedures.
9. Assist the Executive Pastor with the activities of any special elected committees charged with building and capital fund raising responsibilities as needed.

10. Responsible for the communication and data automation systems for the church. Supervise the Senior Information Technology Specialist and Information Technology staff.
11. Responsible for providing required transportation for church ministries. Maintain transportation services policies and procedures.
12. Act as staff advisor for the Enduring Love Foundation.
13. Maintain current inventory of church property. Ensure adequate insurance protection for all church property and personnel.
14. Serve as Point of Contact on Sunday mornings, Sunday evenings and Wednesday evenings for Financial, Facilities, Information Technology, and Benevolence problems and issues.
15. Direct and coordinate the security control center for the campus, thereby ensuring the safety of the church campus at all times.
16. Coordinate and negotiate contracts for all Financial and Facilities equipment and service.
17. Will stay current in administration work through personal study and attendance at training seminars and conferences.
18. Perform other duties as assigned by the Executive Pastor.

CONDITIONS OF EMPLOYMENT:

1. The Business and Facilities Administrator is employed by the Church upon recommendation of the Executive Pastor to the Personnel Committee.
2. The Business and Facilities Administrator serves under the supervision of the Executive Pastor who is responsible for job performance evaluations based on this job description.
3. The salary is described in the Church budget.
4. Vacation and leave is prescribed in the policy, "Employee Absence Policy." Holidays are provided in our policy.
5. It is expected that the staff member will keep regular office hours and work Sunday mornings, Sunday evenings and Wednesday evenings. The set number of hours per week required is 37.5 hours and the schedule is determined by the Executive Pastor.
6. Dismissal will be through the Personnel Committee upon the recommendation of the Executive Pastor.
7. Resignation will be made to the Personnel Committee. Two week's notice should be given prior to last workday.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee

Date