

# JOB POSTING

## Facility Director

Ebenezer Baptist Church (EBC) in Saskatoon, SK is currently seeking for an organized, self-initiated, and cooperative full-time Facility Director to clean and oversee the maintaining of our church building, prepare rooms for all rentals, and work with EBC staff to prepare rooms for church related events.

**Our mission** as a church is to point people to Jesus and help them to know and follow him.

**Our vision** is to establish and multiply multi-ethnic and multi-generational gatherings of Jesus followers who practically and authentically live their faith in every part of their lives and challenge others to do the same. We do this through a process called **discipleship**. We **define a disciple** as someone **who abides in Christ** and takes on the **character, ways, and mission of Jesus** and **helps others to do the same**.

Ebenezer is a well-established, multiethnic, multi-generational and growing church body. We are a community minded, outreach focused and forward-thinking church that actively seeks the Lord in prayer for spiritual discernment and ministry direction. We place a high value on family and on team ministry.

Candidate must be friendly, a good self-manager of time, have knowledge of proper cleaning and maintenance practices, be able to work with others in coordinating the use of our church space, and understand and agree with the vision of our church.

### Qualifications

- Personal and intimate relationship with Jesus Christ as Lord and savior.
- Demonstrate character qualities of a follower of Jesus.
- Proven ability to clean a commercial building properly and professionally.
- Willing to work afternoons and evenings, 5 days a week.
- Ability to coordinate rental opportunities, with the EBC staff.
- Demonstrate a welcoming and hospitable attitude toward those that rent our facility.
- Collaborative team player with a servant heart.
- Agrees with the statement of faith shared by Ebenezer Baptist and the Baptist General Conference of Canada. (BGCC)

## **Job Description**

The Facility Director will oversee all the facility care regarding daily, seasonal, and annual cleaning and maintenance in the building and external property. The Facility Director will also work with the EBC staff and oversee all preparations for rental requests, including input on scheduling, room set-ups, and scheduling/recruiting for weekend rentals (Building supervision, cleaning, work with EBC Media Director for rentals, etc.).

## **Primary Responsibilities**

1. Stay regularly informed of church events through EBC staff to be able to facilitate room cleaning and usage.
2. Oversee all the facility care regarding daily, seasonal, and annual cleaning and maintenance in the building and external property. (Gym floor waxing, safety checks, fire suppression checks, annual inspections, etc.)
3. Recruit and schedule professional and volunteer maintenance teams to maintain, repair, or enhance the care and usefulness of our facility for ministry. This would include coordinating with our established board of trustees' maintenance teams. (Could include some regular maintenance and repairs, as well as coordinating some building enhancement projects.)
4. Oversee the grounds surrounding our facility by recruiting and/or hiring professionals or workers to maintain the grounds regarding care of the lawn, plants, exterior structures, parking lot, and snow clearing and removal.
5. Along with our EBC staff Office Assistant (Who sees that rental requests applications are properly filled out and that the rental policy agreement is understood), process rental requests in a timely manner, and respond to the request as soon as possible.
6. Recruit, train, and schedule building supervision and cleaning staff for weekend rentals. This would include coordinating with some of our previously established temporary workers.

## **More About Ebenezer**

Ebenezer Baptist Church is a vibrant and growing church with a rich history of ministry. Our average weekly attendance is approximately 900-1000 with a median age of about 35. We are especially blessed to have many young families, college students, young people and children who call Ebenezer their home; including in-person and our online community, we have approximately 1300 people in our church family.

We highly value our local community and have been an active participant in it. We also are committed to reaching the nations in Saskatoon and have four partner congregations (Arabic, Korean, Nepali, and the House For All Nations) and a growing Ukrainian community.

If you would like to join our staff team, please submit your application to [leadpastor@ebenezerbaptist.ca](mailto:leadpastor@ebenezerbaptist.ca). Please include a cover letter, resume, and references.

**Note:** Application deadline is June 14<sup>th</sup>, 2024.