

## Saint Matthew Lutheran Church—Hanover, PA

<b>Job Title</b>	<i>Facility Operations Manager</i>
<b>Reports to</b>	<i>Lead Pastor</i>
<b>Employment Status</b>	<i>Full Time</i>

### General Position Description

The Facility Operations Manager is responsible for all operations related to our buildings and grounds. This person would oversee all cleaning, maintenance, purchasing, security, snow removal and lawn care including the gardens, walkways and parking lots.

### Accountability

The Facility Operations Manager shall be directly responsible to the Lead Pastor. He/she shall work cooperatively with the church staff.

### Functions of Building Administrator

- Planning before starting a project
- Organizing and coordinating with Lead Pastor and Staff
- Managing resources
- Directing
- Controlling expenses
- Budgeting

### Primary Responsibilities

- Plan daily work schedules
- Supervise the housekeeping staff to maintain the Church property and buildings in a clean and orderly manner.
- Along with the housekeeping staff, clean as conditions warrant and time permits
- Setup of rooms for various group usage as indicated through the church calendar scheduled events.
- Work with St. Matthew staff and congregation members to plan large functions.
- Schedule and meet with vendors for maintenance projects
- Prepare yearly building needs assessment
- Prepare maintenance and utility budgets
- Attend weekly or bi-weekly staff meetings
- Attend monthly Property Committee meetings
- Prepare, organize and store information in paper and digital form; facility use and rental contracts.

- Maintain, monitor and have a full understanding of the security system for church building and admin. building
- Oversee all Maintenance and improvement projects of Facilities/Grounds
  - Changing light bulbs in both buildings as needed
  - Spraying weeds and weed removal on property during spring & summer
  - Snow removal from walkways and steps as needed
  - Clean up debris on property on a weekly basis
  - Empty trash cans in church building 3 times per week or more if needed
  - Maintain paper towels, toilet tissue, soap dispensers in church building
  - Maintain van and coordinate van usage

**Other Skills Required**

- Being thorough and paying attention to detail
- Able to work well with others
- Able to work on your own, take initiative and meet deadlines.
- Flexible and open to change
- Good verbal communication skills
- Able to use a computer and the main software packages competently

**Qualifications**

- Perform maintenance duties that include basic electrical, plumbing, carpentry, painting, changing HVAC air filters and algae guards. Perform inspections, diagnose problems and make appropriate repairs or coordinate repairs with outside contractors. Willing and able to climb ladders up to 24'
- Must be able to work normal day shift hours with the flexibility to respond to occasional emergency calls, evening meetings or special events.

**Education/Certification/Experience**

- High School Diploma
- Maintenance Experience

This is a salaried position with health benefits and pension. The pay is based on ability and experience.

	<b>Signature</b>	<b>Date</b>
<b>Employee:</b>		
<b>Lead Pastor or Officer:</b>		

May 2024

## Saint Matthew Lutheran Church Hanover, PA

<b>Job Title</b>	<i>Communications Administrator</i>
<b>Reports to</b>	<i>Lead Pastor</i>
<b>Employment Status</b>	<i>Full Time</i>

### General Position Description

To be responsible for all communications with the congregation and the community. The Communications Administrator ensures that good communication, proper planning, and responsible coordinating of information is shared in an understandable and engaging manner.

### Accountability

The Communications Administrator shall be directly responsible to the Lead Pastor and will work cooperatively with the church staff.

### Primary Responsibilities

#### The Communications Administrator will:

- With the Minister of Music Guidance:
  - Prepare weekly bulletins (order of worship) including but not limited to: Saturday, Sunday, mid-week and special service bulletins (weddings and funerals) Concert series
  - Power Point slides for Live Stream
- Create Messaging and Produce:
  - Weekly announcements and e-mails
  - Bi-monthly Newsletters in paper and digital formats
  - Promotional materials for all aspects of our ministries and outreach
  - Provide and update content for Web Site
  - Annual Report
- Oversee all Social Media
  - Facebook
  - Instagram
  - Outdoor digital sign
- Lead a communications team to oversee the communications as it relates to content, design, marketing and consistency to our mission.

- Attend bi-weekly staff meetings and occasional council and committee meetings.

### Qualifications

- Extensive experience with Microsoft Word, Publisher and Power Point
- Good written communication skills
- Experience with graphic design

### Education/Certification

- High School Diploma
- Other education as related to communications, administration or education

Hours are normal weekdays with flexibility.

This is a salaried position with health benefits and pension. The pay is based on ability and experience.

	Signature	Date
<b>Employee:</b>		
<b>Lead Pastor or Officer:</b>		

Revised May 2024