

St. John Lutheran Church Building Use Coordinator

Job Description

1. Oversee all community groups using the St. John Lutheran Church building, including, but not limited to:
 - a. Renaissance Home School Group (RHG)
 - b. Bible Study Fellowship (BSF)
 - c. Alcoholics Anonymous (AA)
 - d. Dancing with Delia
 - e. Soccer Teams
 - f. Swing Farmington
 - g. Men's Basketball
 - h. Friday Open Gym
 - i. Kaleva
 - j. Farmington Musicale
 - k. Detroit Chamber Soloists
 - l. Occasional Piano Recitals/Concerts
 - m. Party Rentals

2. Interact with all community groups:
 - a. Act as point of first contact for groups
 - b. Create and maintain contracts for existing and new groups
 - c. Arrange for proper set up of rooms/spaces for all community groups
 - d. Collect payments for parties prior to event

3. Supervise Party Host
 - a. Train host
 - b. Keep host informed of all upcoming parties
 - c. Submit requests to Office Manager for payment to Party Host

4. Coordinate facility/building maintenance
 - a. Arrange for Janitorial Services (professional and volunteer)
 - b. Coordinate building repairs and/or maintenance

5. Parish House Management

6. Create, re-write, follow and enforce available guidelines on building use.

Expected Hours: 5-8/week

Annual Salary: \$7000

Reports to: Senior Pastor & Board

To apply, call the church office at 248-474-0584 or contact Pr. Lauren Kirsh-Carr at pastorlkc@gmail.com.