

Office and Facilities Manager

Lakeside Presbyterian Church



Reports to: Pastor, Personnel Committee

Status: Part-time, hourly (avg. 22-28 hours/week, negotiable based on experience)

Pay rate: Between \$17.00-\$23.00/hour (negotiable based on experience); benefits negotiable

FLSA: Non-exempt

The position of Office and Facilities Manager supports [Lakeside Presbyterian Church \(LPC\)](#), a vibrant mid-sized congregation whose mission is to “worship, learn and serve.” The Office and Facilities Manager will manage the operations of the church office, including its calendar of events and its buildings and grounds. This individual will work closely with the pastor, staff, and volunteers to facilitate congregational engagement, internal and external group scheduling, and building repairs and maintenance. The hours and pay of this position are negotiable and average between 22-28 hours per week at between \$17.00 to \$23.00 per hour, with the majority of hours being on-site Monday-Thursday.

RESPONSIBILITIES AND DUTIES

Congregational & Community Engagement

- Hospitality: Welcome guests and visitors upon arrival with a high standard of service to others, and as a steward of LPC and its mission.
- Newsletter & email announcements: Work with church volunteers and staff to organize and assemble LPC’s weekly newsletter; maintain database of subscribers; create special occasion announcements (births, deaths, hospitalizations, prayer concerns, etc.)
- Church calendar: Maintain Lakeside’s online meetings (currently using Zoom) & building use/ meetings (currently using Google Calendar) calendars; appropriately schedule and maintain all internal, outside group & maintenance building requests.
- Support worship: Create weekly worship bulletin; recruit members for worship roles (liturgist, flower schedule, etc.); create appropriate communications related to special holidays or services.
- Support volunteers & committees: Stay informed as to projects, movement, and other ‘goings-on’ in the life of the church to assist in the dissemination of information to the congregation at large; support committee moderators by facilitating meeting spaces, maintaining e-mail distribution lists, and assisting with committee communications.

Administrative

- Maintain church records: Work with the clerk of session to maintain digital and written historical logs; create baptism, confirmation, membership transfer & wedding certificates; maintain the online church directory.
- Preschool: Work to maintain a healthy relationship with preschool leadership by promoting open communication between the preschool and the congregation.
- Building usage: Maintain HVAC settings; ensure rooms are appropriately set up for church programs/groups; manage outside groups usage of building or carriage house.
- Building presence: Ensure that all entry points, gathering areas, and administration spaces are visually welcoming, informative, accurate, and appealing to all who enter; ensure all

office space is inviting, clean, well-organized, and stocked with all office supplies to provide all staff and guests with the best experience possible.

Facilities

- Building repair coordination: Ensure pop up building issues are triaged to appropriate people; assist Buildings and Grounds Committee in maintaining an up-to-date contact list for vendors and point-people from membership; assist Buildings and Grounds Committee in maintaining building repair information; work with financial assistant to confirm invoices agree with contracts.
- Regular contracts: Communicate with vendors if issues arise and be the liaison between the company and the church (e.g., Orkin, comfort systems, etc.); work with financial assistant to confirm invoices agree with contracts.
- Large project coordination: Keep administrative information about larger maintenance projects up to date.
- Cleaning coordination: Be the primary point person with cleaning services during business hours.
- Security system: Assist in the security of the church and functionality of the alarm system; allocate keys and codes to appropriate groups and individuals; serve as a contact for the security system during business hours; arrange annual inspections.
- Landscaping/snow removal: Assist in snow removal/lawn care contracts; work with preschool to ensure snow removal is done appropriately; work with financial assistant to confirm invoices are in accordance with contracts.

Performs other duties, as directed by Pastor.

QUALIFICATIONS AND SKILLS

- Office experience; non-profit or church work experience a plus
- Strong organizational and planning skills
- Ability to maintain poise and keep confidential, sensitive information private
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Interpersonal skills and ability to interact with volunteers and public
- Proficiency in Microsoft Office (MS Publisher and MS Outlook, in particular)
- Hands on experience with office machines (e.g., printers)
- A creative mind with an ability to suggest improvements
- Must respect God's love for all people and embrace diversity, whether of race, gender identification, sexual orientation, culture, or other.
- High School degree; additional qualification as an Administrative Assistant or Secretary a plus

Contact: Louisa W. Umphres, louisa@lakesidechurch.org